

BOARD OF SUPERVISORS

Brown County



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ADMINISTRATION COMMITTEE

Tom Lund, Chair
, Vice Chair

Kris Schuller, Tony Theisen, Mark Tumpach

ADMINISTRATION COMMITTEE

Thursday, May 26, 2011

5:30 p.m.

Room 200, Northern Building
305 E. Walnut Street

- I. Call to Order.
 - II. Approve/Modify Agenda.
 - III. Election of Vice-Chair.
 - IV. Approve/Modify Minutes of April 28, 2011.
1. Review of minutes:
 - a. Facility Master Plan Subcommittee (April 21, 2011).

Information Services

2. Budget Status Financial Report, March 31, 2011.
3. Director's Report.

Treasurer

4. Budget Status Report, April 2011.
5. Treasurer's Financial Report for the Months of January, February, and March 2010.
6. Director's Report.

Child Support Agency

8. NIVD Fees.

Corporation Counsel

9. Request for Approval to Retain Outside Legal Services. *Pursuant to s. 2.03(3)(e) B.C. Code. Pursuant to s. 19.85(1)(g) the committee may convene in closed session to confer with counsel rendering oral or written advice concerning legal strategy with respect to pending litigation. Following this closed session the committee may vote to reconvene in open session.*

Department of Administration

10. Quarterly Financial Statement Results as of 12/31/2010.
11. Quarterly Financial Statement Results as of 3/31/2011.
12. Budget Status Financial Report, April 30, 2011.
13. 2011 Budget Adjustment Log
14. Director's Report.
- #14a. Budget Adjustment (11-55): Interdepartmental reallocation or adjustment (including reallocation from the County's General Fund)

Facility & Park Management

- 15. Director's Report.

Human Resources

- 16. Budget Status Financial Report, March 31, 2011.
- 17. Budget Adjustment Request (#11-64): Increase in expenses with offsetting increase in revenue.
- 18. Human Resources Activity Report, April 2011.
- 19. Update on Chapter 4 Revision (standing item).
- 20. Human Resources Staff Assignments.
- 21. County Board Health Insurance Benefit Comparison.
- 22. Director's Report.

County Clerk

- 23. Budget Status Financial Report, March 31, 2011.
- #23a. Budget Status Financial Report, April 30, 2011

Other

- 24. Audit of bills.
- 25. Such other matters as authorized by law.

Tom Lund, Chair

Attachments

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

PROCEEDINGS OF THE BROWN COUNTY ADMINISTRATION COMMITTEE

Pursuant to Section 18.94 Wis. Stats., a regular meeting of the **Brown County Administration Committee** was held on Thursday, April 28, 2011 in Room 200 of the Northern Building – 305 East Walnut Street, Green Bay, Wisconsin

Present: Tom Lund, Mark Tumpach, Tony Theisen, Kris Schuller
Absent: Jack Krueger
Also Present: John Luetscher, Debbie Klarkowski, Ellen Sorensen, Bob Heimann, Kerry Blaney, Jackie Scharping, Barb West, other interested parties.

I. Call Meeting to Order:

The meeting was called to order by Chairman Tom Lund at 5:30 p.m.

II. Approve/Modify Agenda:

Motion made by Supervisor Theisen and seconded by Supervisor Schuller to approve. Vote taken.
MOTION CARRIED UNANIMOUSLY

III. Approve/Modify Minutes of March 16 and March 24, 2011:

Motion made by Supervisor Schuller and seconded by Supervisor Tumpach to approve. Vote taken.
MOTION CARRIED UNANIMOUSLY

Review of Minutes:

1a. Brown County Housing Authority, March 21, 2011.

Motion made by Supervisor Theisen and seconded by Supervisor Tumpach to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Department of Administration:

2. Budget Status Report, December, 2010.

Motion made by Supervisor Theisen and seconded by Supervisor Schuller to receive. Vote taken.
MOTION CARRIED UNANIMOUSLY

3. Budget Status Report, February, 2011.

Director of Administration Ellen Sorensen stated that her department had a draft of the budget status report through the end of the first quarter; however, this report was being reviewed and will be brought back to the next Committee meeting.

Motion made by Supervisor Schuller and seconded by Supervisor Theisen to receive. Vote taken.
MOTION CARRIED UNANIMOUSLY

4. Financial Statement Results – Unaudited, as of December 31, 2010.

Sorensen stated that adjustments for Human Services have been made to this report for the Community Programs and Community Treatment Center. The intention is that Human Services will

keep these funds in their fund balance and in the event Family Care comes to fruition, these funds would then be used for the rollout of that program.

**Motion made by Supervisor Tumpach and seconded by Supervisor Schuller to receive. Vote taken.
MOTION CARRIED UNANIMOUSLY**

5. **2011 Budget Adjustment Log.**

Sorensen wished it be noted that many of these adjustments are for grants received by UW Extension and the NEW Zoo.

**Motion made by Supervisor Theisen and seconded by Supervisor Schuller to approve. Vote taken.
MOTION CARRIED UNANIMOUSLY**

6. **2011 Grant Application Approval Log.**

Motion made by Supervisor Schuller and seconded by Supervisor Tumpach to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

7. **Resolution re: 2010 Budget Overdraft and Shortfall Appropriations.**

Sorensen informed that the departments did a very good job in 2010 sticking to their budgets and only two departments were over budget. One was the UW Extension and this occurred because they did not realize their grant revenue for the year. For 2011 UW Extension has already met and exceeded what they were budgeted for in grant revenue, so they were down \$11,850.

The other department over budget was the District Attorney's office and they were over by \$27,231 which was comprised mainly of wages and fringes. Sorensen felt this seemed to be a common occurrence in that department and she has been working with the D.A. in this regard.

**Motion made by Supervisor Theisen and seconded by Supervisor Schuller to approve. Vote taken.
MOTION CARRIED UNANIMOUSLY**

8. **Budget Adjustment (11-46): Increase in expenses with offsetting increase in revenue.**

This adjustment is to transfer funds from the EMR project in Human Services to IS for reimbursement of salary and fringe for an IS analyst who has been assigned as project manager for the EMR project. IS will also need to increase professional services which will be used to backfill the programmer position. These costs will be offset by the transfer in from the project.

9. **Director's Report.**

Sorensen highlighted several areas of her report including updates on the Logos and Kronos projects. She also wished to point out that the CAFR (Comprehensive Annual Financial Report) is expected to be published in July and further, that work is continuing on the 2012 budget.

Chair Lund questioned if Sorensen knew the status of Family Care. Sorensen indicated that at this time, Family Care is being held up. She commented that it was difficult to form an opinion on whether this program will move forward from the audit because the audit did not seem to produce any compelling reasons to move forward, nor did it produce any compelling reasons not to move forward. If Family Care is not included in this biennial budget, it would have to go in 2014, which is the next biennial budget.

Supervisor Schuller asked Sorensen about the P Card portion of her report and in particular what was meant by "working with departments to increase their comfort level with P Cards". Sorensen indicated that some departments had had difficulty adjusting to the new P card system as there were changes in the process which included software changes and also changes procedurally to ensure the integrity of the information.

Risk Manager Barb West oversees the P Card process and reported that the P Card program is different than the card program that it replaced. Everything is now done electronically instead of manually as was done in the past. All information is then automatically downloaded directly from the bank. P Card holders have to go online, review information, attach an account number and then it actually flows electronically to an approver who approves the transaction. There has been training at the cardholder level as well as at the approver level. Some departments were having a bit of trouble transitioning to using the P card instead of purchase orders for small dollar purchases but this is improving.

Motion made by Supervisor Theisen and seconded by Supervisor Schuller to approve. Vote taken. MOTION CARRIED UNANIMOUSLY. Supervisor Tumpach abstained.

Communications:

10. **Communication from Supervisor Erickson re: To have staff draft a letter to notify all groups and organizations that receive funding from Brown County that said funding may be reduced or eliminated due to possible cuts from the state. These groups should be looking for alternative funding to meet their budgets for 2012.**

Lund stated that he had spoken with Supervisor Erickson with regard to this communication and Erickson's feeling was that the County may not be able to support some of the things that are not mandated and that groups currently receiving funding from the County should be notified of this.

Motion made by Supervisor Theisen and seconded by Supervisor Schuller to draft a letter to notify all groups and organizations that receive funding from Brown County that said funding may be reduced or eliminated due to possible cuts from the State. Vote taken. MOTION CARRIED UNANIMOUSLY

11. **Communication from Supervisor Vander Leest re: Request to create an ordinance requiring more than one bid on projects more than \$50,000.00.**

Risk Manager Barb West informed the Committee that her department has been working on a purchasing ordinance to address this issue. West stated that this communication referenced bids, and bids refer to public works projects. Chair Lund conveyed that he had spoken with Supervisor Vander Leest and it was Vander Leest's intention to encompass RFPs as well. West felt there was enough notification to solicit quotes, bids and/or proposals through the County website, through e mail and through another third party where notices are posted. She did not feel the problem is that not enough people or organizations are notified to submit bids, quotes and/or proposals. Her department will continue to work to come up with an actual purchasing ordinance.

Supervisor Theisen pointed out that there are times when only one bid is received for a project for a number of reasons, and in those instances, an exception to the ordinance would need to be created each time. He felt that creating something new due to one instance may create additional problems.

Supervisor Schuller indicated that he felt the cap of \$50,000 was too low and suggested increasing said amount.

14

Motion made by Supervisor Theisen and seconded by Supervisor Tumpach to refer to staff. Vote taken. MOTION CARRIED UNANIMOUSLY

12. **Communication from Supervisor Dantine re: That the prime contractor does a certain percentage of the work that is bid to Brown County.**

Barb West indicated that when there are multiple aspects on a project such as plumbing, electrical, engineering, etc., a determination would have to be made with regard to where the percentage should be set. She felt this could be more effectively handled by putting out concise requirements up front. There was also concern that if a percentage requirement was put into effect, a contractor who would get the bid and could then force a lower payment on the people that do the work.

Corporation Counsel John Luetscher stated what precipitated this was that on an earlier project there was no requirement for the general contractor to specifically name their subcontractors, so the contractor listed two possible subs. Luetscher's opinion is that this then put a lot of pressure on the subs because the general contractor was able to leverage the fact that they had the low bid on the contract and then added leverage for the subcontractors to compete against each other. The danger is that the subs could end up bidding too low for the job which could then result in cost overruns or inadequate work. Luetscher felt that in the future specs should include that a general contractor name all subcontractors in the process.

Motion made by Supervisor Theisen and seconded by Supervisor Schuller to refer to staff. Vote taken. MOTION CARRIED UNANIMOUSLY

Barb West informed the Committee that John Luetscher and herself had been working on the purchasing ordinance for some time and they wished to have a volunteer from the Administration Committee work with them to provide input so that when it gets to the County Board there would be a member with knowledge. Supervisor Theisen volunteered to do this.

Child Support Agency:

13. **Budget Status Report, December, 2010.**

Motion made by Supervisor Theisen and seconded by Supervisor Tumpach to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.

14. **Budget Status Report, March, 2011.**

Jackie Scharping, Child Support Department Head, informed the Committee that there have been some changes in funding for child support. One of these changes is that revenue being paid by the State is now being paid quarterly instead of monthly so there may be some fluctuations at different times of the quarter.

Chair Lund asked Scharping if there had been any talk at the federal level as far as cuts being made. Scharping indicated that at this point they have not seen any reduction in funding. What will need to be looked at, however, is the inability to collect repayment of birth costs that is in the budget and is expected to pass. This would mean a reduction in revenue of about \$100,000 for Brown County beginning in 2012.

She also wished to mention that there is a potential statewide shortfall for child support agencies because general purpose revenue and SAGE funding received from the State last year would be cut in half in Governor Walker's proposed budget and with the match from the federal government Brown County would face a reduction of about \$523,000 which is approximately 20 percent of the child support budget.

Schuller asked Scharping how her department would deal with a 20 percent reduction in their budget. Scharping indicated that counties are working statewide and have come up with some ideas. She has contacted some counties with regard to taking on some of their functions. They are also looking at perhaps charging for some of the services that they currently do not charge for. Her department currently has about 5000 cases that they work on that they do not charge for whereas some counties do charge for these services. She went on to explain that there used to be a \$25.00 application fee, but that was removed several years ago and she has considered reenacting such a fee.

Chair Lund suggested that Scharping come back to the Committee with a full report on options and issues. Scharping will put together a report.

Motion made by Supervisor Schuller and seconded by Supervisor Tumpach to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Facility & Park Management:

15. **Budget Adjustment Request (11-41): Increase in expenses with offsetting increase in revenue.**

Motion made by Supervisor Schuller and seconded by Supervisor Theisen to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

16. **Budget Adjustment Request (11-43): Increase in expenses with offsetting increase in revenue.**

Motion made by Supervisor Schuller and seconded by Supervisor Tumpach to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

17. **Director's Report.**

No Director's Report as the Director of Facility & Park Management was not in attendance.

Human Resources:

18. **Budget Status Report, February 28, 2011.**

Motion made by Supervisor Theisen and seconded by Supervisor Tumpach to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

19. **Human Resources Activity Report, March, 2011.**

Supervisor Theisen asked Human Resources Director Debbie Klarkowski if she could provide figures as to employment numbers from 10 years ago. Klarkowski indicated she could provide this information at the next meeting and would also e mail the information out.

Motion made by Supervisor Theisen and seconded by Supervisor Tumpach to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

20. **Update on Chapter 4 Revision.**

Klarkowski provided a revision timeline to the Committee. They are currently in the process of holding meetings to get input on standards. A core group will be put formed that will be responsible for putting all of the recommendations together to bring forth to the County Executive. The recommendations of the core group will be reviewed and put into a final package to be presented to

the Administration Committee in August. The intention is to get everything approved by the County Board, have it published and then train everybody on the new/revised rules by the end of the year so it would be in full effect for January 1, 2012. Internal policies will also be reviewed and updated so Chapter 4 and the internal policies are in synch.

Supervisor Schuller asked who will be on the core group and Klarkowski indicated that they intend to have a representative of Human Services due to their large volume of employees, someone from the Sheriff's Department for similar reasons, Lynn Vanden Langenberg will be the HR representative and they also discussed someone from the Administration Committee being involved. The core group will have meetings similar to what was done with the revision of the performance evaluations and staff, managers and supervisors will all be able to give input into the rewrite.

Supervisor Theisen indicated that he felt a focus should be made on non-monetary benefits since the bottom line for the Board is the taxes. He understands that they have to hold their stance on things that affect taxes as there are not many choices when it comes to raising taxes. He would be in support of items that make employees' lives easier and their work environment better that do not cost the county anything.

**Motion made by Supervisor Theisen and seconded by Supervisor Tumpach to refer back to staff.
Vote taken. MOTION CARRIED UNANIMOUSLY**

21. Director's Report.

Supervisor Tumpach asked about the status of the data regarding health insurance costs for county supervisors from other counties. Klarkowski indicated that she is still gathering that data and it would be available for the next meeting. She is also working with Wisconsin County Association with regard to how board supervisors are paid in other counties and will provide this information to the Committee as well.

Supervisor Schuller asked Klarkowski if there was a plan as to how the County would go about collecting reimbursement from employees for their retirement contributions under the Governor's proposed Budget Repair Bill if it was retroactive. Klarkowski indicated that it is not yet known if this will be retroactive but she had heard that in the event it does it does go into effect, it would go into effect on July 1 and there would be no retroactivity. However, in the event it were to be retroactive back to March 13, reimbursements from employees would not be taken from one check. It would be spread out equally over a period of time to do it the least painful way to the employees as possible.

Motion made by Supervisor Tumpach and seconded by Supervisor Schuller to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Supervisor Lund indicated that he felt there should be something in the Code of Conduct with regard to supervisors missing their committee meeting assignments. Klarkowski indicated she would follow up on this as well. Lund indicated he felt it unfair to a group to always have a member missing each month while the others attend faithfully.

Treasurer:

22. Budget Status Report, December, 2010.

Treasurer Kerry Blaney stated that 2010 ended on a positive note and almost \$800,000 was returned back to the general fund. The area where revenue was increased the most was from the interest and penalty on delinquent taxes.

Motion made by Supervisor Theisen and seconded by Supervisor Tumpach to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

23. Budget Status Reports, January, February and March, 2011.

Blaney indicated that revenue is up and can be attributed mainly to interest and penalty on delinquent taxes.

Motion made by Supervisor Schuller and seconded by Supervisor Tumpach to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

24. 2010 December Budget Financial Report.

Blaney indicated that the reason the balance on this report is high is because property tax payments were coming in, however, these payments were paid back out to the municipalities the following week.

Motion made by Supervisor Theisen and seconded by Supervisor Schuller to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

25. 2011 January, February and March Budget Financial Report.

Motion made by Supervisor Schuller and seconded by Supervisor Theisen to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

26. Treasurer's Financial Report for the Month of December, 2010.

This item was a duplication of Item 24 above. See action taken on Item 24 above.

27. Director's Report.

Blaney indicated that at this time they are concluding their foreclosure process for delinquent 2007 taxes and court appearances will be held on May 16, 2011 to foreclose on those properties. They started with 400 properties but due to the diligence of his staff, they are now down to about 80 remaining properties. Many of the properties are city lots and some have houses on them. These properties will then be put up for sale at a later date.

Supervisor Schuller asked if an inventory was maintained of pieces of property that the County owns as a result of foreclosure actions and where the inventory currently stands. Blaney indicated there were approximately 10 properties at this time, the majority of which are on the North side of Green Bay near Bay Beach.

Motion made by Supervisor Tumpach and seconded by Supervisor Schuller to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Information Services:

28. Budget Status Report, December 31, 2010.

Information Services Director Bob Heimann indicated that his department came in just shy of 89% of budget.

Motion made by Supervisor Schuller and seconded by Supervisor Theisen to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

IV

29. **Budget Status Reports, January and February, 2011.**

Motion made by Supervisor Tumpach and seconded by Supervisor Theisen to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

30. **Director's Report.**

Heimann wished to draw the Committee's attention to several areas of his report, including that the unified communication system VoIP is now done at the courthouse which was the final location. The entire county is now cut over to the VoIP phone system.

The other area of his report he wished to highlight was with regard to the IP security camera system at the courthouse which was also tied to the courthouse wiring for the phone system. They are in the midst of the installation of the cameras at the courthouse and this is the biggest security upgrade the courthouse has had in many, many years. The system will include 70 new IP cameras with better resolution and full recording capability as well as playback on a centralized system. The upgrade is going well and he encouraged the Committee to come to the courthouse to see the system. A discussion was held and it was decided that the Committee would meet at the courthouse at 5:00 p.m. prior to the next Administration Committee meeting on May 26 to view the system.

Motion made by Supervisor Theisen and seconded by Supervisor Tumpach to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Corporation Counsel – No agenda items.
County Clerk – No agenda items.

Other:

31. **Audit of Bills.**

Motion made by Supervisor Theisen and seconded by Supervisor Tumpach to pay bills. Vote taken. MOTION CARRIED UNANIMOUSLY

32. **Such other matters as authorized by law.**

Motion made by Supervisor Schuller and seconded by Supervisor Tumpach to adjourn at 6:50 p.m. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Therese Giannunzio
Recording Secretary

IV

**PROCEEDINGS OF THE BROWN COUNTY FACILITY MASTER PLAN
SUBCOMMITTEE**

Pursuant to Section 19.84 Wis. Stats., a meeting of the **Facility Master Plan Subcommittee** was held on Thursday, April 21, 2011 at 5:30 p.m. at the site of the new Brown County Sheriff's Office, 2684 Development Drive, Green Bay, Wisconsin.

Present: Carole Andrews, Mike Fleck, Bill Clancy, Pat Wetzel
Excused: Jack Krueger
Also Present: Kris Schuller, Jeff Oudeans, Bill Dowell, Chuck Lamine, Mike Abhold

1. **Call to Order:**

The meeting was called to order by Vice-Chair Andrews at 5:34 p.m.

2. **Approve/ Modify Agenda:**

A MOTION WAS MADE BY SUPERVISOR CLANCY AND SECONDED BY SUPERVISOR WETZEL TO APPROVE. Vote taken. MOTION CARRIED UNANIMOUSLY.

3. **Approve/Modify Minutes of November 18, 2010 and January 20, 2010.**

A MOTION WAS MADE BY SUPERVISOR FLECK AND SECONDED BY SUPERVISOR CLANCY TO APPROVE. Vote taken. MOTION CARRIED UNANIMOUSLY.

Although shown in proper format here, Item 5 was taken at this time to precede the tour of the Sheriff's Office.

4. **Update on old MHC building.**

Planning Director Chuck Lamine passed out a Veterans Services Campus Proposal for the former Mental Health Center, a copy of which is attached. He reported that on March 23, 2011 a meeting was held at the MHC with Congressman Ribble with regard to developing the building into a multi-purpose veteran's facility. This facility would include housing for homeless and transitional veterans and overnight hotel style rooms for veterans coming to the VA Clinic as well as housing the Veterans Service Office. Some of the funding they are looking at includes VA Homeless Veterans Grants and Per Diem Programs. Lamine felt that Congressman Ribble was intrigued with the ideas presented and was also impressed with the integrity of the building.

The next step in developing this project would be to conduct a feasibility study, however, there currently are no funds available for this. Lamine stated that Congressman Ribble was going to

see if he could find resources to fund a feasibility study, however, Tom Hinz has since received an e mail from Ribble that they were unable to find monies to cover a feasibility study.

A MOTION WAS MADE BY SUPERVISOR CLANCY AND SECONDED BY SUPERVISOR FLECK TO RECEIVE AND PLACE ON FILE. Vote taken. MOTION CARRIED UNANIMOUSLY.

5. **Update on Sheriff's Office Building.**

Facilities Management Director Bill Dowell informed the committee that overall the project is on schedule and on budget. There have been a small amount of contingencies but he is confident the project will still come in within budget. The construction team knows that the project needs to be move-in ready by the end of June and this should not be a problem as everyone is motivated and working towards that goal.

Facilities Project Manager Jeff Oudeans introduced Mike Abhold, the owner of SMA Construction. Abhold indicated that he also felt the project was progressing on schedule and there were no major issues. The demolition of the building has been complete and they are now in the construction phase of the project. Abhold also stated that the additional building would be coming in May and would take approximately a month to erect.

A MOTION WAS MADE BY SUPERVISOR WETZEL AND SECONDED BY SUPERVISOR FLECK TO RECEIVE AND PLACE ON FILE. Vote taken. MOTION CARRIED UNANIMOUSLY.

A tour of the facility took place at this time, 5:38 p.m.

6. **Review of Human Services Space Needs.**

Bill Dowell stated that he felt more analysis was necessary on this issue. He has spoken with Human Services Director Brian Shoup and there are currently no short term space issues at the Sophie Beaumont Building. Depending on what happens with Family Care and the Governor's proposal, some space may become available. Andrews and Clancy both felt that it may be best to put this off until the governor's budget is decided.

Dowell will also be checking with IS Director Bob Heimann to see if they still have space needs issues.

A MOTION WAS MADE BY SUPERVISOR WETZEL AND SECONDED BY SUPERVISOR CLANCY TO RECEIVE AND PLACE ON FILE. Vote taken. MOTION CARRIED UNANIMOUSLY.

7. **Report of the Facilities Director.**

Bill Dowell indicated that the major project happening at this time was the Sheriff's Office project.

1a

Dowell has also been busy working with Planning Director Chuck Lamine on block grant projects. During the past month, budget adjustments were done to get the funds into the right accounts, all of the bidding was done on the PV projects and contracts and POs were finalized the week of the grant deadlines. The projects consist of PV systems which was awarded to Eland, hot water project which was awarded to August Winter and HVAC upgrades at the ADRC which was awarded to Johnson and Jonet. There will also be lighting upgrades at Sophie Beaumont and the Law Enforcement Center which will be handled by Northern Electric. The total amount of grants received was approximately \$650,000 and Lamine complimented Dowell on his work in getting things done to secure the grant funds as well as maximizing the grants. Dowell indicated that another \$300,000 in grant funds was received from Focus on Energy and WPS.

A MOTION WAS MADE BY SUPERVISOR WETZEL AND SECONDED BY SUPERVISOR CLANCY TO RECEIVE AND PLACE ON FILE. Vote taken. MOTION CARRIED UNANIMOUSLY.

8. Such other matters as authorized by law.

A MOTION WAS MADE BY SUPERVISOR CLANCY AND SECONDED BY SUPERVISOR FLECK TO ADJOURN AT 6:37 P.M. Vote taken. MOTION CARRIED UNANIMOUSLY.

Respectfully submitted,

Therese Giannunzio
Recording Secretary

1a

**Veterans Services Campus Proposal
For Former Brown County Mental Health Center Building
March 23, 2011**

Problem Statement

Brown County has always had a history of supporting our veterans, especially upon return from combat service. This is an important part of our local culture. Today the VA estimates that about 131,000 veterans are homeless on any given night - accounting for one-fifth of the entire homeless population - and roughly twice as many experience homelessness throughout the year. Within the State of Wisconsin, 20 percent of the suicide victims are veterans according to Wisconsin Department of Health records. It is anticipated the problem will get worse before it gets better due to the increased number of returning veterans from conflicts in Iraq and Afghanistan. Contributing factors such as the rates of post-traumatic stress disorder and traumatic brain injuries are high. A 2008 study identified more than 400,000 returning vets with TBI, the result of shock waves from bomb blasts or the impact of being thrown against walls or to the ground. Meanwhile, an estimated one in five returning soldiers suffers from the psychological disorder of post-traumatic stress.

The Vision

- Develop a facility to serve as a Veterans Services Campus for "one stop shop" convenience for veterans.
- The facility would be located within a half mile to the soon to be under construction VA Clinic to be located at the southwest corner of the interchange of STH 54/57 and University Avenue.
- Veterans program emphasis would be placed on:
 - Supportive housing for homeless veterans. Services to include coordinated physical and mental health care through the VA Clinic, transitional housing, counseling, food preparation and service, employment assistance, vocational rehabilitation, and assistance with VA programs and services.
 - Permanent supportive housing for veterans.
 - Access to a Veterans Court which is in the process of being developed.
 - Services for women veterans.
 - Coordination with educational institutions such as the University of Wisconsin Green Bay (less than two miles away), St. Norbert College, Northeast Wisconsin Technical College, and the Bellin College of Nursing.
- Potential for assisted living housing units.
- Access to on-site Wisconsin and Brown County Veterans Service Offices.
- Overnight hotel style rooms for visitors to the VA Clinic.

The Programs

VA Homeless Veterans Grant and Per Diem Program. Designed to fund community agencies providing services to homeless veterans. The purpose is to promote the development and provision of supportive housing and/or supportive services with the goal of helping homeless veterans achieve residential stability, increase their skill levels and/or income, and obtain greater self determination.

Grant

Grant limits are at 65 percent of the costs of construction, renovation, or acquisition of a building for use as service centers or transitional housing for homeless veterans. Recipients must find the matching 35 percent share from other sources. Grants may not be used for operational costs, including salaries.

Per Diem

Operational costs, including salaries, may be funded by the per diem component. For support of housing, the maximum amount payable under the per diem is \$38.90 per day per veteran housed. In addition, "reasonable" fees may be charged for services not paid with per diem funds.

HUD-VA Supportive Housing (VASH) Program. Participating veterans receive housing vouchers, as well as case management services, including assistance locating housing and accessing benefits and health services.

VA Supportive Services for Veteran Families (SSVF) Program. Provides grants to private non-profit organizations and consumer cooperatives who will provide supportive services to very low-income veteran families residing in or transitioning to permanent housing. The grantees will provide a range of supportive services designed to promote housing stability to eligible very low-income veteran families.

Veteran Justice Outreach Initiative. The purpose of the Veteran Justice Outreach Initiative (VJO) is to avoid the unnecessary criminalization of mental illness and extended incarceration among veterans by ensuring that eligible justice-involved veterans have timely access to VHA mental health and substance abuse services when clinically indicated, and other VA services and benefits as appropriate.

Department of Labor-Veterans' Employment and Training Service (DOL-VETS). The DOL-VETS Homeless Veterans Reintegration Program (HVRP) facilitates the reintegration of homeless veterans into the labor force through grants that are awarded to non-profit community-based organizations, workforce investment boards, and state government agencies offering employment and job-readiness services. DOL-VETS also funds Disabled Veterans' Outreach Programs (DVOPs) and Local Veterans' Employment Representatives (LVERs) at employment offices nationwide.

VA Veterans Health Administration Homeless Veteran Service Coordinators. Every VA medical center has a Homeless Veteran Coordinator who can give you information

about local services for homeless veterans provided through the Veterans Health Administration. Services include outreach, case management, referrals to benefits counselors, and linkage to health care services and housing assistance.

Mental Health Center Facility

The former Brown County Mental Health Center building is located at 2900 St. Anthony Drive, Green Bay, Wisconsin, on the city of Green Bay's northeast side. The structure is a large, well-designed Georgian Revival hospital building having a Y-shaped plan to which a large contemporary-style addition was added in 1967 across most of the front facing façade. The original building has fine cut stone cladding on all walls.

- The building is located within close proximity to the future VA Clinic, Brown County Community Treatment Center, NEW Curative Workshop, and the campus of the University of Wisconsin Green Bay.
- The building is located on approximately 8.9 acres of land.
- 140,000 square foot three-story building.
- Zoned Public Institutional.
- Located on Green Bay Metro transit route.

Preliminary Project Proposal

Develop a facility at the former Brown County Mental Health Center building to serve as a Veterans Services Campus for "one stop shop" convenience for veterans. Office space within the building would be occupied for the following veteran services:

- Brown County Veterans Service Office.
- Job Center Employment Services.
- Vocational Rehabilitation.
- VA Vets Center (counseling services).
- Veterans Court.

First Floor

- 26 HUD-VASH apartment units.
- Tenant common space.
- Approximately 12,298 square feet office space.
- Cafeteria and coffee bar.

Second Floor

- 32 HUD-VASH apartment units.
- Approximately 18,443 square feet office space.

Lower Level

- 30 bed VA funded transitional housing through VA Grant and Per Diem Program.
- Computer lab and other common spaces for tenants.

- A separated wing with 12 overnight hotel style rooms for visitors to the VA Clinic.
- Program staff offices.

Feasibility Study

We believe that the development of a Veterans Services Campus at the former Brown County Mental Health Center building could serve as a model to be implemented nationally. The building is strategically located to succeed in improving veterans' services for Brown County and the region, which includes approximately 40,000 veterans within the six neighboring counties of Brown, Manitowoc, Kewaunee, Door, Shawano, and Oconto. For this project to be successful, it is felt that a feasibility analysis including the following elements is needed:

1. **The People:** Analysis of the client characteristics and needs. Determine who the veteran clients will be and their particular needs for space amenities and services.
2. **The Place:** Evaluation of the project location and building to assure meeting the needs of the veterans for essential human services, transportation, employment opportunities. The building itself should provide an appropriate physical facility for the veterans. Housing unit size and amenities should be suited to the types of households expected to occupy them. Adequate non-residential space needs to be provided for special services. To accomplish this, an architectural and engineering study will be needed to evaluate the existing condition of the building, identify needed improvements, and develop cost estimates for the improvements.
3. **Support Services:** Evaluation of service needs and coordination of various veteran service agencies to best take advantage of co-location and funding sources. Services may cover a wide range of areas including food preparation and service, intensive assistance with activities of daily living, counseling, case management, employment training and placement, vocational rehabilitation, and medical services.
4. **Money:** The project must be financially viable both in the short- and long-term. There must be adequate sources of capital financing available to cover all necessary development costs and any debt service. Expenses must be projected to cover operation and maintenance costs as well appropriate support services. An analysis of potential funding mechanisms such as grants, donations, program funding, and loans must be completed to determine the financial feasibility of the project.
5. **Organization:** The entire project must be supported by the organizational capacity necessary to plan, develop, manage and provide veteran services to the project. Consideration for organizational options including a private/public strategy should be considered to establish the most successful organization structure to assure financial and service provision success.

Proposal Contact Information

Tom Hinz
Brown County Executive
305 E. Walnut Street, Room 680
Green Bay, WI 54301
Phone: (920) 448-4001
Email: hinz_tj@co.brown.wi.us

Bill Dowell, Facility Management Director
Phone: (920) 448-4055
Email: dowell_we@co.brown.wi.us

Chuck Lamine, Planning Director
Phone: (920) 448-6480
Email: lamine_cf@co.brown.wi.us

Jerry Polus, Veterans Service Officer
Phone: (920) 448-4451
Email: polus_je@co.brown.wi.us

Brian Shoup, Human Services Director
Phone: (920) 448-6005
Email: shoup_ba@co.brown.wi.us

Brown County
Information Services
Budget Status Report
5/16/2011

| | Annual Amended Budget | YTD Actual | % of Budget |
|-------------------------------|-----------------------------|---------------|----------------|
| Salaries | \$ 1,172,684 | \$ 255,436 | 21.78% |
| Fringe Benefits | \$ 539,449 | \$ 120,898 | 22.41% |
| Operations & Maintenance | \$ 1,538,127 | \$ 369,695 | 24.04% |
| Utilities | \$ 221,950 | \$ 47,129 | 21.23% |
| Chargebacks | \$ 4,293 | \$ 1,073 | 25.00% |
| Contracted Services | \$ 353,244 | \$ 24,638 | 6.97% |
| Depreciation | \$ 922,064 | \$ 223,936 | 24.29% |
| Outlay | \$ - | \$ 9,142 | - |
| Transfer Out | \$ - | \$ - | - |
| Charges for Sales and Service | \$ - | \$ - | - |
| Miscellaneous Revenue | \$ - | \$ 70 | - |
| Charges to County Departments | \$ 4,233,869 | \$ 854,841 | 20.19% |
| Transfer In | \$ - | \$ - | - |

HIGHLIGHTS:

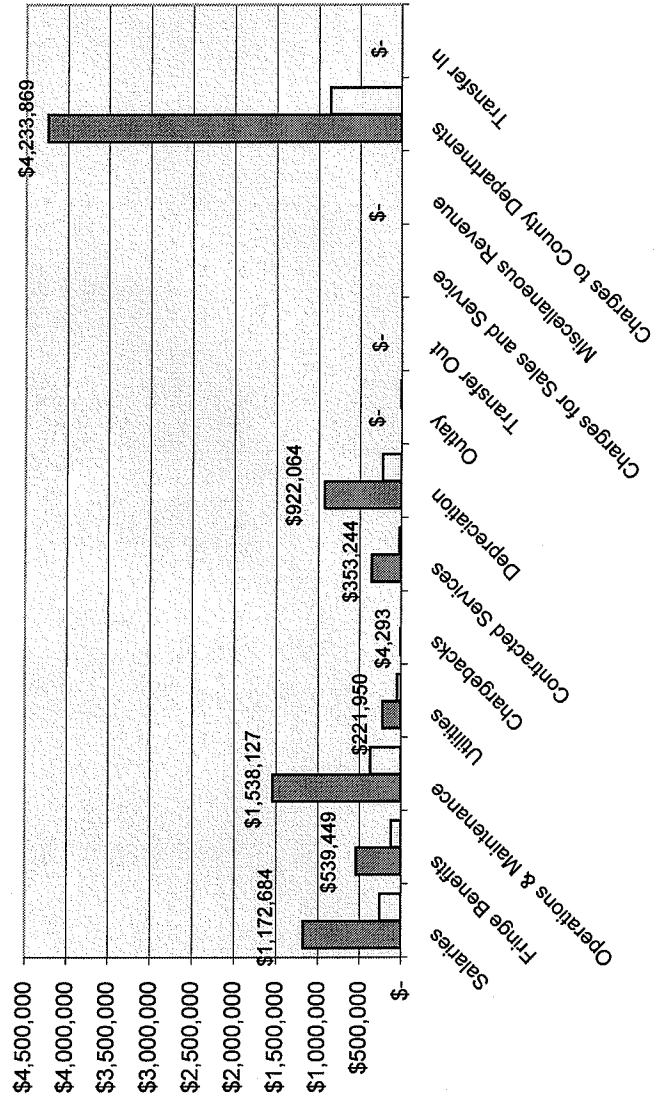
Expenses:

Allocated depreciation is \$474,120 in the 2011 budget. Unallocated depreciation is \$447,944 in the 2011 budget which consists of capital projects and that is not reflected here as an expense because it is not charged back to departments. The YTD Outlay of \$9,142 is due to the early retirement of a security appliance no longer used.

Revenues: This budget is funded by chargebacks to departments based on an overhead formula and labor direct expenses.

Information Services
March 31, 2011

■ Annual Amended Budget
□ YTD Actual



Director's Report – May 26, 2011

The information provided below highlights some of the activities and opportunities the Information Services Department has recently been focused on.

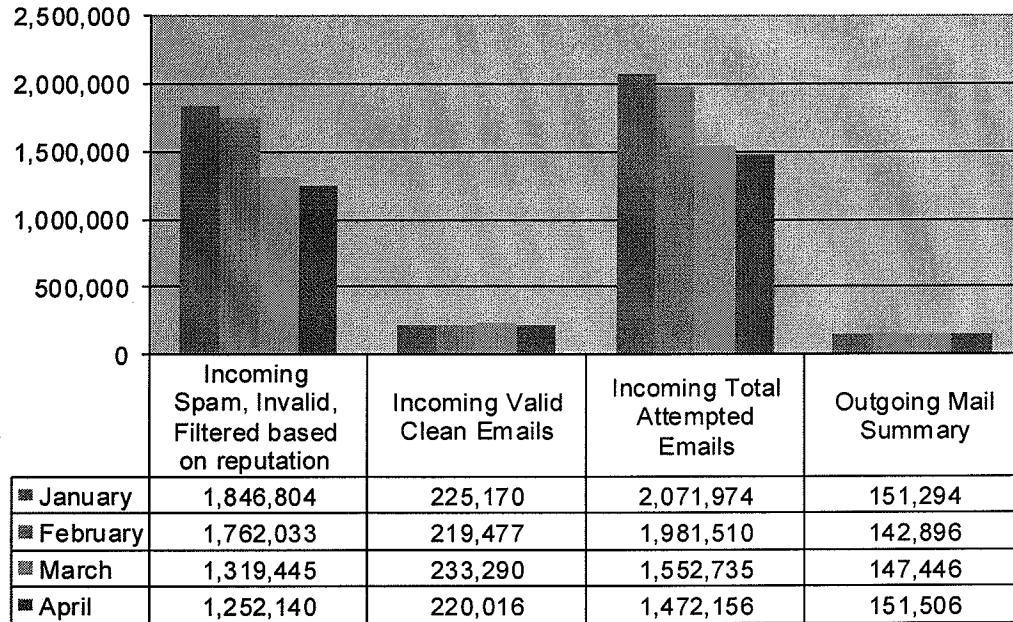
Update on Current Technology Initiatives

- The new Internet Protocol (IP) based security camera system is very active with approximately 72 new cameras replacing the Courthouse old analog cameras and old digital video recorders. There have also been 8 new IP cameras added in various Libraries. There are also 4 cameras installed and being tested at the Airport using high end video analytics software to alert questionable activity. This new IP based system eliminates the need for replacing or adding any digital video recorders.
- The IS Department continues to support the efforts underway for the current phase of the Enterprise Resource Planning (ERP) financial software implementation. Modules for Payroll and Human Resources are currently on hold pending finalization on collective bargaining rights in the State budget. Expansion of the time and attendance software from Kronos is underway.
- The implementation of the new imaging system is underway in ADRC and Child Support. We completed the migration of the New Zoo from an old version of the software to the new version. A workflow and template creation meeting took place for the ADRC on 4/18/11. Discussions are also underway how to best integrate imaging into the Human Services Electronic Medical Records (EMR) System.
- The new Human Services Electronic Medical Records (EMR) project is underway. The project kickoff meetings took place by the vendor NetSmart the week of March 28th.
- The new Sheriff's Department Law Enforcement Records Management System (LRMS) is underway. The software vendor ProPhoenix led the kickoff meeting on March 31st.

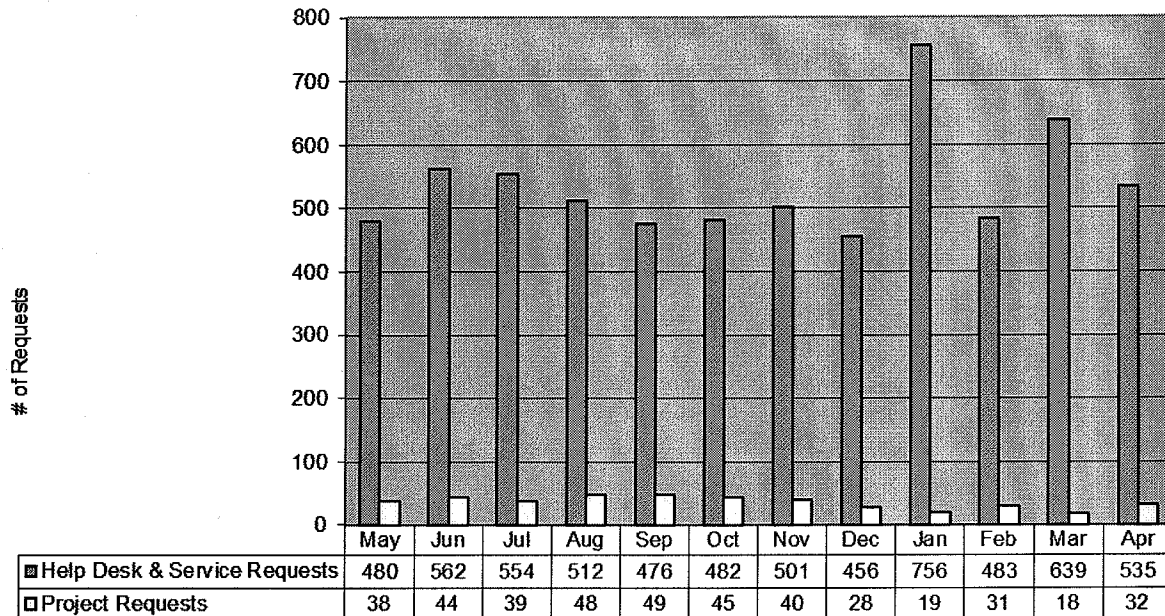
Monthly Volume Statistics

- Every month I will provide charts that reflect the volume of valid and invalid email activity on the BC servers and assistance requests being experienced by the IS Department.

Spam, Invalid, Filtered 2011



Help Desk Tickets & Service Level Requests 2010-2011



Concerns

- In January 2010 I reported to the Administration Committee on the shortage of IS staff to service Brown County. Brown County continues to add technology in an effort to make employees more productive. It is a common theme as I talk with Brown County departments heads that IS does not have the resources to service their needs. County Executive Troy Streckenbach and I have started discussing this issue.

Projects

- Brown County continues with five major software implementations underway with Enterprise Resource Planning (ERP), Kronos Time & Attendance, Law Records Management System (LRMS), Document Imaging and Electronic Medical Records (EMR) each of which is enough to strain any organization.
- There are also overall software implementations started for Microsoft Exchange 2010, MS Office 2010 and Windows OS 7.
- There are major infrastructure implementations with the NEW Zoo Education Center, Intranet, New Sheriff's Headquarters, Security Camera implementation, Video Conferencing in the Courthouse, and replacing the hardware and software driving the County Board meetings.
- In May 2011 the Information Services Department has started a multi-year project to migrate all remaining software applications on the IBM AS/400 computer to our newer IBM blade center. This is a continuation of our efforts over the last four years to evolve from developing in-house written software to acquiring commercially developed software.
 - Step 1 is to transform the old financial history into a different format not on the AS/400.
 - Step 2 will upgrade the IBM AS/400 operating system from V5R3 to V6R1 to avoid the IBM imposed end-of-life support date.
 - Step 3 and beyond will identify all remaining AS/400 applications and create then execute a replacement plan.

I would be happy to address any questions regarding this report.

No specific action is being requested of the Administration Committee at this time.

Respectfully submitted,

Robert Heimann
Brown County Information Services Director

Brown County
County Treasurer
Budget Status Report
4/30/2011

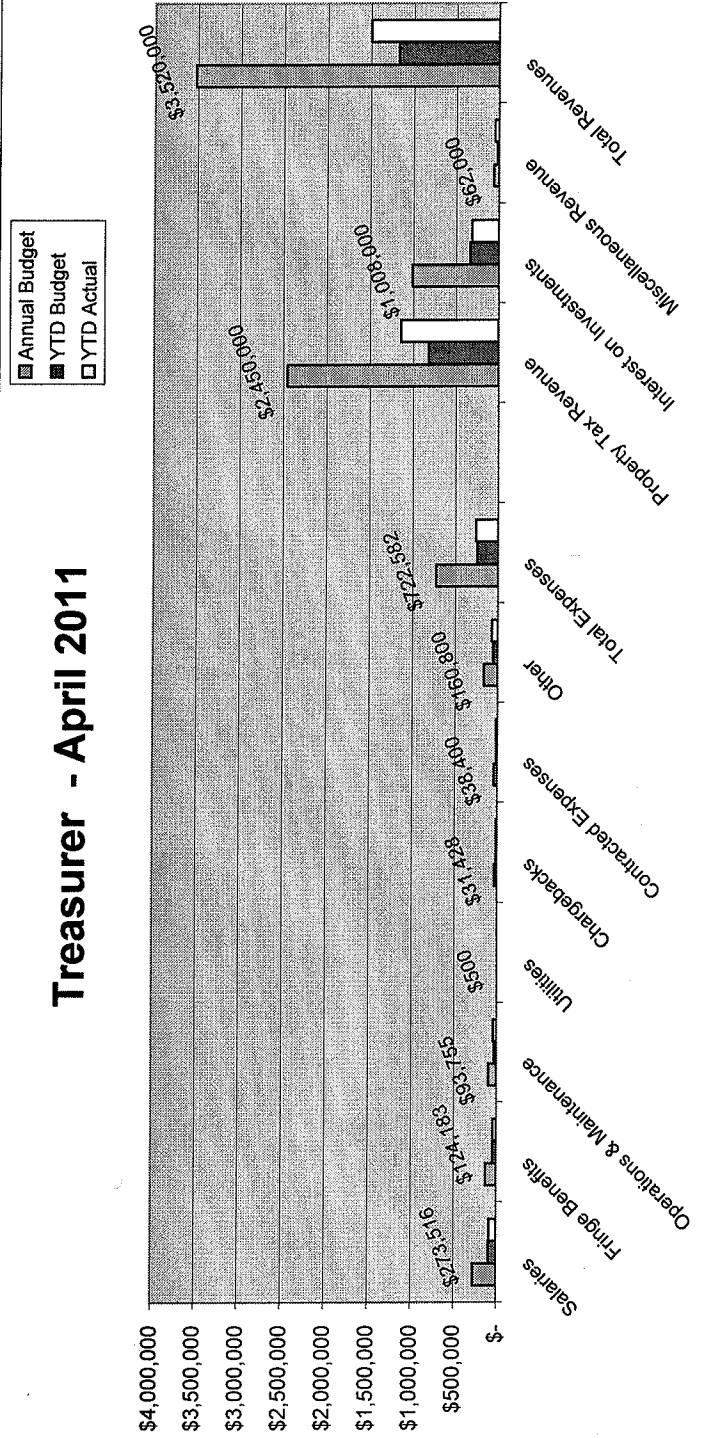
| | Annual Budget | YTD Budget | YTD Actual |
|--------------------------|---------------|--------------|--------------|
| Salaries | \$ 273,516 | \$ 91,172 | \$ 85,137 |
| Fringe Benefits | \$ 124,183 | \$ 41,394 | \$ 40,496 |
| Operations & Maintenance | \$ 93,755 | \$ 31,252 | \$ 37,350 |
| Utilities | \$ 500 | \$ 167 | \$ 152 |
| Chargebacks | \$ 31,428 | \$ 10,476 | \$ 9,494 |
| Contracted Expenses | \$ 38,400 | \$ 12,800 | \$ 14,499 |
| Other | \$ 160,800 | \$ 53,600 | \$ 69,589 |
| Total Expenses | \$ 722,582 | \$ 240,861 | \$ 256,717 |
| Property Tax Revenue | \$ 2,450,000 | \$ 816,667 | \$ 1,139,685 |
| Interest on Investments | \$ 1,008,000 | \$ 336,000 | \$ 309,319 |
| Miscellaneous Revenue | \$ 62,000 | \$ 20,667 | \$ 44,196 |
| Total Revenues | \$ 3,520,000 | \$ 1,173,333 | \$ 1,493,200 |
| Net Levy Distribution | \$ 2,797,418 | \$ 932,473 | \$ 1,236,483 |

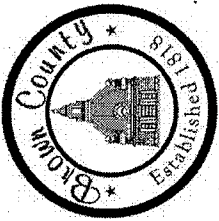
PLEASE NOTE:

Our expenditures are running slightly above budget.
Interest and penalty on delinquent taxes exceed budget projections.
We have exceed net revenue projections by **\$304,010.**

\$ 304,010 POSITIVE BUDGET VARIANCE

Treasurer - April 2011





2011 APRIL BUDGET FINANCIAL REPORT

Through 04/30/11
Prior Fiscal Year Activity Included
Summary Listing

| Account Classification | Adopted Budget | Budget Amendments | Amended Budget | Current Month Transactions | YTD Encumbrances | YTD Transactions | Budget - YTD Transactions | % used/ Rec'd | Prior Year Total |
|--|---------------------|-------------------|-----------------------|----------------------------|-------------------|---------------------|---------------------------|---------------|-----------------------|
| Fund 100 - GF | | | | | | | | | |
| REVENUE | | | | | | | | | |
| Property taxes | (2,797,418.00) | .00 | (2,797,418.00) | (233,118.17) | .00 | (932,472.68) | (1,864,945.32) | 33 | (2,586,705.00) |
| Other taxes | 2,450,000.00 | .00 | 2,450,000.00 | 213,507.40 | .00 | 1,139,685.22 | 1,310,314.78 | 47 | 2,828,921.28 |
| Intergovernmental charges for services | 40,000.00 | .00 | 40,000.00 | 3,471.00 | .00 | 40,708.29 | (708.29) | 102 | 42,440.04 |
| Miscellaneous revenue | 22,000.00 | .00 | 22,000.00 | 512.00 | .00 | 3,487.98 | 18,512.02 | 16 | 29,005.90 |
| Interest & investment earnings | 1,008,000.00 | .00 | 1,008,000.00 | 87,791.89 | .00 | 309,318.82 | 698,681.18 | 31 | 1,148,688.25 |
| Transfer in | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | 2,588.00 |
| REVENUE TOTALS | \$722,582.00 | \$0.00 | \$722,582.00 | \$72,164.12 | \$0.00 | \$560,727.63 | \$161,854.37 | 78% | \$1,464,938.47 |
| EXPENSE | | | | | | | | | |
| Personnel services | 273,516.00 | .00 | 273,516.00 | 27,679.32 | .00 | 85,137.20 | 188,378.80 | 31 | 253,350.49 |
| Fringe benefits and taxes | 124,183.00 | .00 | 124,183.00 | 13,942.71 | .00 | 40,495.84 | 83,687.16 | 33 | 115,520.75 |
| Operations and maintenance | 93,755.00 | .00 | 93,755.00 | 3,999.28 | 277.00 | 37,349.97 | 56,128.03 | 40 | 85,186.10 |
| Utilities | 500.00 | .00 | 500.00 | 75.80 | .00 | 151.60 | 348.40 | 30 | 702.03 |
| Chargebacks | 31,428.00 | .00 | 31,428.00 | 2,895.89 | .00 | 9,493.77 | 21,934.23 | 30 | 28,336.78 |
| Contracted services | 38,400.00 | .00 | 38,400.00 | 2,599.44 | .00 | 14,499.58 | 23,900.42 | 38 | 33,026.53 |
| Other | 160,800.00 | .00 | 160,800.00 | 66,999.11 | .00 | 69,588.81 | 91,211.19 | 43 | 149,714.94 |
| Outlay | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| Transfer out | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| EXPENSE TOTALS | \$722,582.00 | \$0.00 | \$722,582.00 | \$118,191.55 | \$277.00 | \$256,716.77 | \$465,588.23 | 36% | \$665,837.62 |
| Fund 100 - GF Totals | | | | | | | | | |
| REVENUE TOTALS | 722,582.00 | .00 | 722,582.00 | 72,164.12 | .00 | 560,727.63 | 161,854.37 | 78 | 1,464,938.47 |
| EXPENSE TOTALS | 722,582.00 | .00 | 722,582.00 | 118,191.55 | 277.00 | 256,716.77 | 465,588.23 | 36 | 665,837.62 |
| Fund 100 - GF Totals | \$0.00 | \$0.00 | \$0.00 | (\$46,027.43) | (\$277.00) | \$304,010.86 | (\$303,733.86) | | \$799,100.85 |
| Grand Totals | | | | | | | | | |
| REVENUE TOTALS | 722,582.00 | .00 | 722,582.00 | 72,164.12 | .00 | 560,727.63 | 161,854.37 | 78 | 1,464,938.47 |
| EXPENSE TOTALS | 722,582.00 | .00 | 722,582.00 | 118,191.55 | 277.00 | 256,716.77 | 465,588.23 | 36 | 665,837.62 |
| Grand Totals | \$0.00 | \$0.00 | (\$722,582.00) | (\$46,027.43) | (\$277.00) | \$304,010.86 | (\$303,733.86) | | \$799,100.85 |

BROWN COUNTY TREASURER'S FINANCIAL REPORT FOR THE MONTH OF JANUARY

Following is a statement of the County Treasurer of the Cash on Hand and in the General Account from the Brown County Treasurer as of January 31, 2011.

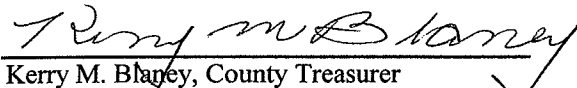
| | |
|------------------------------------|------------------------|
| Associated Bank and Chase Bank | \$42,377,102.16 |
| Bank Mutual and Denmark State Bank | \$4,117,096.92 |
| Wisconsin Development Fund | \$0.00 |
| Overnight Investments | \$0.00 |
| Deposits in Transit | \$3,642,554.62 |
| Emergency Fund | (\$70,831.36) |
| NSF Checks Redeposited | \$3,943.99 |
| Clerk Passport Account | \$0.00 |
| Workers Comp Acct | (\$32,894.17) |
| UMR Sweep Account | (\$360,113.92) |
| Bank Error(s) | \$0.00 |
| Total | \$49,676,858.24 |
| Less Outstanding Checks | (\$2,190,861.04) |
| Other Reconcilable Items | \$0.00 |
| Balance Per County | \$47,485,997.20 |

Following is a statement of the County Treasurer of the Working Capital reserves placed in time deposits in the designated public depositories within Brown County for the purpose of investments as of January 31, 2011.

| | 2010 | 2011 |
|--|-------------------------|-------------------------|
| Year-to-Date Interest Received | \$0.00 | \$0.00 |
| Interest Received-Current Month | \$17,772.97 | \$144,737.27 |
| Year-to-Date Interest Unrestricted Funds | <u>\$17,772.97</u> | <u>\$144,737.27</u> |
| Working Capital Reserves Invested | \$111,935,371.43 | \$108,366,871.22 |
| Restricted Investments | \$30,551,466.27 | \$26,994,195.53 |
| Total Funds Invested | <u>\$142,486,837.70</u> | <u>\$135,361,066.75</u> |
| Certificates of Deposits | \$11,850,000.00 | \$15,600,000.00 |
| Treas-Gov't Agencies | \$40,078,429.20 | \$43,283,255.81 |
| Commercial Paper | \$0.00 | \$0.00 |
| Money Mkt-Pool | \$90,558,408.50 | \$76,677,810.94 |
| Total | <u>\$142,486,837.70</u> | <u>\$135,561,066.75</u> |

Rate of Return: 1.161% 1.266%

I, Kerry M. Blaney, Brown County Treasurer, do hereby certify that the above statement of Cash on Hand and in the General Account as of January 31, 2011. Statement of Investments for the month of January have been compared and examined, and found to be correct.


Kerry M. Blaney, County Treasurer

Approved by:

County Executive _____ Date _____

Submitted by Administration Committee:

Final draft approved by Corporation Counsel

BROWN COUNTY TREASURER'S FINANCIAL REPORT FOR THE MONTH OF FEBRUARY

Following is a statement of the County Treasurer of the Cash on Hand and in the General Account from the Brown County Treasurer as of February 28, 2011.

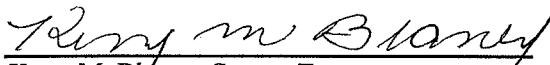
| | |
|------------------------------------|-----------------------|
| Associated Bank and Chase Bank | \$4,873,467.96 |
| Bank Mutual and Denmark State Bank | \$0.00 |
| Wisconsin Development Fund | \$0.00 |
| Overnight Investments | \$0.00 |
| Deposits in Transit | \$821,361.42 |
| Emergency Fund | (\$37,046.76) |
| NSF Checks Redeposited | \$29,876.04 |
| Clerk Passport Account | \$0.00 |
| Workers Comp Acct | (\$28,544.68) |
| UMR Sweep Account | (\$371,246.74) |
| Bank Error(s) | \$0.00 |
| Total | \$5,287,867.24 |
| Less Outstanding Checks | (\$1,579,284.36) |
| Other Reconcilable Items | \$0.00 |
| Balance Per County | \$3,708,582.88 |

Following is a statement of the County Treasurer of the Working Capital reserves placed in time deposits in the designated public depositories within Brown County for the purpose of investments as of February 28, 2011.

| | 2010 | 2011 |
|--|-------------------------|-------------------------|
| Year-to-Date Interest Received | \$17,772.97 | \$144,737.27 |
| Interest Received-Current Month | \$168,439.19 | \$97,302.23 |
| Year-to-Date Interest Unrestricted Funds | <u>\$186,212.16</u> | <u>\$242,039.50</u> |
| Working Capital Reserves Invested | \$131,519,217.74 | \$137,859,770.58 |
| Restricted Investments | \$10,026,831.83 | \$26,994,195.53 |
| Total Funds Invested | <u>\$141,546,049.57</u> | <u>\$164,853,966.11</u> |
| Certificates of Deposits | \$13,350,000.00 | \$14,600,000.00 |
| Treas-Gov't Agencies | \$43,146,858.07 | \$43,812,542.36 |
| Commercial Paper | \$0.00 | \$0.00 |
| Money Mkt-Pool | \$85,049,191.50 | \$106,441,423.75 |
| Total | <u>\$141,546,049.57</u> | <u>\$164,853,966.11</u> |

Rate of Return: 1.459% 0.808%

I, Kerry M. Blaney, Brown County Treasurer, do hereby certify that the above statement of Cash on Hand and in the General Account as of February 28, 2011. Statement of Investments for the month of February have been compared and examined, and found to be correct.


Kerry M. Blaney, County Treasurer

Approved by:

County Executive Date

Submitted by Administration Committee:

Final draft approved by Corporation Counsel

BROWN COUNTY TREASURER'S FINANCIAL REPORT FOR THE MONTH OF MARCH

Following is a statement of the County Treasurer of the Cash on Hand and in the General Account from the Brown County Treasurer as of March 31, 2011.

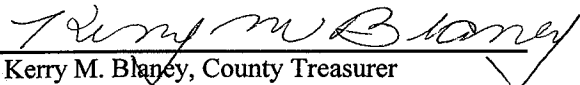
| | |
|------------------------------------|-----------------------|
| Associated Bank and Chase Bank | \$3,886,860.99 |
| Bank Mutual and Denmark State Bank | \$0.00 |
| Wisconsin Development Fund | \$0.00 |
| Overnight Investments | \$0.00 |
| Deposits in Transit | \$540,650.58 |
| Emergency Fund | (\$21,654.85) |
| NSF Checks Redeposited | \$3,344.29 |
| Clerk Passport Account | \$0.00 |
| Workers Comp Acct | (\$2,484.80) |
| UMR Sweep Account | (\$348,282.99) |
| Bank Error(s) | \$0.00 |
| Total | \$4,058,433.22 |
| Less Outstanding Checks | (\$1,863,590.09) |
| Other Reconcilable Items | \$0.00 |
| Balance Per County | \$2,194,843.13 |

Following is a statement of the County Treasurer of the Working Capital reserves placed in time deposits in the designated public depositories within Brown County for the purpose of investments as of March 31, 2011.

| | 2010 | 2011 |
|--|-------------------------|-------------------------|
| Year-to-Date Interest Received | \$186,212.16 | \$242,038.50 |
| Interest Received-Current Month | \$240,513.90 | \$61,803.17 |
| Year-to-Date Interest Unrestricted Funds | \$426,726.06 | \$303,841.67 |
| Working Capital Reserves Invested | \$101,245,893.48 | \$134,700,162.36 |
| Restricted Investments | \$8,802,384.58 | \$26,863,810.74 |
| Total Funds Invested | \$110,048,278.06 | \$161,563,973.10 |
| Certificates of Deposits | \$13,350,000.00 | \$14,600,000.00 |
| Treas-Gov't Agencies | \$42,742,107.23 | \$45,494,962.31 |
| Commercial Paper | \$0.00 | |
| Money Mkt-Pool | \$53,956,170.83 | \$101,469,010.79 |
| Total | \$110,048,278.06 | \$161,563,973.10 |

Rate of Return: 1.689% 0.821%

I, Kerry M. Blaney, Brown County Treasurer, do hereby certify that the above statement of Cash on Hand and in the General Account as of March 31, 2011. Statement of Investments for the month of March have been compared and examined, and found to be correct.


Kerry M. Blaney, County Treasurer

Approved by:

County Executive _____ Date _____

Submitted by Administration Committee:

Final draft approved by Corporation Counsel

BROWN COUNTY

CHILD SUPPORT AGENCY

305 E. Walnut Street
4th Floor
Green Bay, WI
Mailing Address: P.O. Box 23600, Green Bay, WI 54305-3600
http://www.co.brown.wi.us/child_support/

TEL: (414) 615-2588
FAX: (920) 448-4101
TDD: (800) 947-3529

TO: Members of Administration Committee

FROM: Jackie Scharping
Administrator

DATE: May 17, 2011

At last month's Administration Committee meeting, you requested a fee structure of counties charging for certain activities in NIVD cases. NIVD cases are identified as those which do not have an application on file with the agency. Brown County currently has approximately 5,000 NIVD cases on the KIDS system (statewide computer system.) We are required, statutorily, to maintain the account records of these cases. Certain NIVD cases which are "maintenance only" cases cannot apply for services.

As an explanation, a substantial portion of our revenue is reimbursement from the state and federal government for expenditures incurred to run the program. Some of the NIVD activities we perform are not eligible for reimbursement according to the federal government. Currently the State of Wisconsin is using a program to "sample" workers to calculate the percentage of work they perform as qualifying or non-qualifying activities. The percentage of non-qualifying work reduces the expenditure reimbursement to each county.

Attached is a fee schedule from information gathered in August, 2010. Several other counties are currently in the process of drafting and introducing ordinances to adopt a NIVD fee schedule in an effort to pursue the opportunity to recoup some of the lost revenue they are experiencing.

Also attached as a reference is a table titled "Possible NIVD Fees as Identified by Workgroup." In 2009, the State had formed a workgroup to attempt to suggest a standardization of fees charged given that many participants have multiple cases across county lines.



Possible NIVD Fees as Identified by Workgroup

| Activity | Consider Inclusions | Possible Fee | Other Considerations |
|--|---|----------------------|--|
| Account Reconciliation | Affidavit or Certification of Arrears requested by NIVD case participants. | \$35/yr \$200 max | |
| Printed Payment History | Participants; financial institutions; housing authorities; courts; private attorneys. | \$35 | <ul style="list-style-type: none"> No fee may be charged to other state IV-D agencies. Payment information must be made available to CPs who request disbursement information at no cost pursuant to CSB 09-25R. Case participants should be encouraged to use CSOS to obtain a free statement. |
| Certified copy of payment history | Fee may be charged for each year requested. | \$35 - \$70 | |
| Income Withholding | <ul style="list-style-type: none"> When new order entered; To new employers; To amend IW notice including change upon emancipation of child. | \$35/ea | Recommend no fee for termination of IW when account is paid in full. |
| Reconciliation of PEOs | Upon request of party; might be annual or per year reconciled. | \$35/yr | Need court order with income. |
| Credit for Direct Payments | Upon written request of the parties. May require notarized statement. May require motion/court order. | \$35 per incident | Consider local court practices. |
| Annual adjustment under Wis. Stat. § 767.553 | Upon request of a party. | \$35/yr | |

FEE STRUCTURES OF COUNTIES CHARGING FOR NIVD ACTIVITIES*

| | |
|-------------|--|
| Adams | \$35 - IW notice; account reconciliation |
| Calumet | \$35 - IW notice |
| Columbia | \$35 - IW notice; certified copy of payment history/per yr; account reconciliation |
| Fond du Lac | \$3.00 - IW notice |
| Jefferson | \$35 - IW notice; account reconciliation; % Reconciliation |
| Milwaukee | \$35 - IW notice |
| Racine | \$35 - IW notice |

*Information as of 8/2010

IW Notices

- Income withholding notices to employers:
 - new orders, new employers, amendments
- Account reconciliations (via affidavit or certification)**

- calculation of amount owed vs. amount paid

% Reconciliation

- calculation of amount due vs. amount paid when CSO is expressed as percentage of gross income

There is no application fee for services; parties can apply for services unless it is a "maintenance" only order.

Financial Statement Results

Property Tax Levy (Over) Under Approved Amount
As of 12/31/2010

| Department | Property Tax | | | (Over) / Under under = savings | Comments on Adjustments |
|-----------------------------------|------------------------|------------------------|-------------------|-----------------------------------|---|
| | 2010 Levy | Actual Need | Adjustments | | |
| <u>Administration</u> | | | | | |
| Corporation Counsel Clerk | \$ 232,709 393,496 | \$ 226,864 318,714 | - - | \$ 5,845 74,782 | Additional revenue recognized in passport sales and savings in printing forms. |
| Administration Facilities | 1,178,678 3,151,115 | 1,117,605 2,695,177 | 61,073 137,708 | - 318,231 | |
| Human Resources | 1,855,558 | 1,679,087 | 81,366 | 95,105 | Savings in wages, fringe, and advertising have been recognized. |
| Treasurer expenses | 690,295 | 663,249 | - | 27,046 | Treasurer's net - \$799,101; Interest and penalties on taxes are higher than expected. |
| Treasurer Investment Income | (3,277,000) | (4,049,055) | - | 772,055 | Property tax adjustment for delinquent payments per accounting rules; additional revenue for exempt computer aid was recognized. \$65,041 was transferred from Child Support. \$241,304 was transferred from Community Programs. |
| General Government | (11,424,735) | (11,904,772) | - | 480,037 | |
| Child Support | 354,415 | 348,851 | 5,564 | - | Child Support has not incurred as much costs as budgeted in the case transfer to Oneida. Excess of \$65,041 was returned to the General Fund. |
| Debt Service | 3,359,061 | 3,790,115 | (431,054) | - | Balance retained for portion of a maintenance agreement that will not be expensed until 2011. |
| Debt Service Principal | 7,642,000 | 7,642,000 | - | - | Debt Service fund balance was budgeted to be used in 2010. |
| Total Administration | 4,155,592 | 2,527,835 | (145,343) | 1,773,100 | |
| <u>Education & Recreation</u> | | | | | |
| Library | 6,609,353 | 6,472,293 | 137,060 | - | Balance is retained by Library. |
| Museum | 1,063,910 | 1,043,318 | - | 20,592 | Savings in wages. |
| Parks | 1,390,868 | 1,318,411 | 31,255 | 41,202 | Carryover request. |
| Veterans Services | 420,053 | 389,582 | - | 30,471 | Savings in wages and fringe. |
| Total Ed & Rec | 9,484,184 | 9,223,604 | 168,315 | 92,265 | |
| <u>Executive</u> | | | | | |
| Board of Supervisors | 732,476 | 691,687 | - | 40,789 | Savings in wages and fringe. |
| Executive | 321,657 | 275,258 | - | 46,399 | Savings in wages and fringe. |
| Total Executive | 1,054,133 | 966,946 | - | 87,187 | |

Financial Statement Results

Property Tax Levy (Over) Under Approved Amount
As of 12/31/2010

| Department | Property Tax | | | Comments on Adjustments |
|--|----------------------|----------------------|---|---|
| | 2010 Levy | Actual Need | Adjustments (Over) / Under under = savings | |
| Human Services | | | | |
| Community Programs | 19,036,027 | 17,912,915 | 1,123,112 | Clients that were originally budgeted for levy were determined to be eligible for COP waiver funding. Additional case management revenue was recognized due to better utilization of case managers. Due to the uncertainty of the anticipated State budget and Family Care transition the balance will be retained. \$241,304 in excess was transferred to the General Fund. |
| Community Treatment Center | 2,965,079 | 2,002,082 | 962,997 | Additional hospital and nursing home revenue was recognized because actual client days were higher than anticipated. Savings were also recognized in chargebacks from Facilities and depreciation. Due to the uncertainty of the anticipated State budget the balance will be retained. |
| Health | | | | Carryover request |
| Aging & Disability | 2,075,508 | 2,052,615 | 22,893 | |
| Syble Hopp | 918,128 | 918,128 | - | |
| | 3,031,759 | 2,429,534 | 602,225 | |
| Total Human Services | 28,026,501 | 25,315,274 | 2,711,227 | Balance is retained by Syble Hopp. |
| Planning, Development & Trans | | | | |
| Land & Water Conservation | 539,368 | 504,509 | 7,500 | Savings in wages and fringe. |
| Planning, Prop Listing, Zoning | 735,767 | 523,495 | 16,510 | Savings have been recognized in wages and fringe. Additional revenue recognized in permits. |
| Register of Deeds | (392,902) | (400,461) | - | 7,559 |
| UW - Extension | 430,477 | 442,327 | - | (11,850) |
| Highway | 386,448 | 378,171 | 8,277 | Shortfalls of anticipated revenue occurred. |
| Highway Capital Projects | 1,287,889 | (3,805,789) | 5,093,678 | Balance is retained in Highway Department. |
| Highway County Roads/Bridges | 308,975 | (510,577) | 819,552 | Bond revenue will be retained in the Capital Projects Fund for funding of the projects. |
| | | | | Amount petitioned for bridges is retained in the account. State aid received for maintenance and will be retained in the account for future road maintenance. |
| Total PD&T | 3,296,022 | (2,868,326) | 5,945,517 | 218,831 |
| Public Safety | | | | |
| Circuit Courts | 2,257,656 | 2,214,524 | - | 43,132 |
| Clerk of Courts | 1,230,267 | 1,223,062 | - | 7,205 |
| Public Safety Communications | 5,263,680 | 5,263,397 | - | 283 |
| Medical Examiner | 318,505 | 228,410 | - | 90,095 |
| District Attorney | 1,261,333 | 1,288,564 | - | (27,231) |
| Sheriff | 27,804,276 | 27,089,872 | 25,000 | 689,404 |
| | | | | Negative variance due to Emergency Management shortfall in grant reimbursement. |
| | | | | Savings in wages, fringe, and autopsy fees. |
| | | | | Over in wages and fringe. |
| | | | | Savings in wages and contracted have been recognized due to the closing of a pod during the year at the Jail. |
| Total Public Safety | 38,135,717 | 37,307,828 | 25,000 | 802,889 |
| TOTALS | \$ 84,152,149 | \$ 72,473,162 | \$ 8,704,716 | \$ 2,974,271 |

Financial Statement Results - Unaudited

Property Tax Levy (Over) Under Approved Amount
As of 3/31/2011

| Department | Property Tax | | | Comments on Adjustments |
|-----------------------------------|------------------|--------------------|-----------------------------------|-------------------------|
| | 2011 Levy | Actual Need | Adjustments | |
| | | | (Over) / Under under = savings | |
| Administration | | | | |
| Corporation Counsel | \$ 124,363 | \$ 110,002 | \$ - | 14,360 |
| Clerk | 91,789 | 78,832 | - | 12,957 |
| Administration | 288,877 | 182,072 | 61,073 | 45,732 |
| Facilities | 725,985 | 470,752 | 137,708 | 117,525 |
| Human Resources | 474,823 | 208,096 | 81,366 | 185,361 |
| Treasurer expenses | 180,646 | 138,525 | - | 42,120 |
| Treasurer Investment Income | (880,000) | (1,187,918) | - | 307,918 |
| General Government | (3,753,583) | (1,343,220) | (1,443,969) | (966,394) |
| Child Support | 85,664 | 260,760 | (95,000) | (80,096) |
| Debt Service | 3,700,690 | (73,911) | 3,774,601 | - |
| Debt Service Principal | - | - | - | - |
| Total Administration | 1,039,253 | (1,156,009) | 2,515,779 | (320,517) |
| Education & Recreation | | | | |
| Library | 1,647,060 | 1,597,905 | 49,155 | - |
| Museum | 239,289 | 192,959 | - | 46,329 |
| Parks | 329,980 | 78,830 | 22,390 | 228,760 |
| Veterans Services | 101,445 | 80,508 | - | 20,937 |
| Total Ed & Rec | 2,317,774 | 1,950,202 | 71,545 | 296,027 |
| Executive | | | | |
| Board of Supervisors | 179,368 | 192,943 | - | (13,575) |
| Executive | 68,738 | 73,342 | - | (4,604) |
| Total Executive | 248,106 | 266,285 | - | (18,180) |

Expenditures related to elections have not occurred.

Carryover not used as of 3/31/11.

Carryover not used as of 3/31/11. Savings recognized in wages and fringe.

Carryover not used as of 3/31/11. Salaries reimbursements have not occurred.

Treasurer's net - \$350,038; Personal property and real estate refunds normally occur in April for the Treasurer's expenses; interest and penalties on taxes are higher than expected.

Shared revenue and exempt computer aid are not received from the State until July and November. The Oneida Service agreement is normally received in August. Fund balance was budgeted to be used.

Additional grant revenue of \$95,000 was received for the first quarter of 2011.

Debt payments are not made until May and November.

Balance is retained by Library.

Savings in wages and fringe.

Carryover not used as of 3/31/11.

Dues and memberships have been paid for the year.

Contribution to Advance was made for the year.

Financial Statement Results - Unaudited

Property Tax Levy (Over) Under Approved Amount
As of 3/31/2011

| Department | 2011 Levy | Actual Need | Property Tax Adjustments | (Over) / Under under = savings | Comments on Adjustments |
|--|----------------------|----------------------|--------------------------|-----------------------------------|---|
| Human Services | | | | | |
| Community Programs | 4,666,021 | 7,555,840 | (2,700,000) | (189,819) | Revenue accruals were not recorded as of 3/31/11. |
| Community Treatment Center | 793,336 | 1,007,738 | (127,839) | (86,563) | Depreciation of \$127,839. There is a decline in hospital census year to date thru March, but this is expected to fluctuate during the year. |
| Health | 527,251 | 423,807 | 30,000 | 73,444 | Carryover not used as of 3/31/11. |
| Aging & Disability | 234,199 | 234,199 | - | - | |
| Syble Hopp | 757,940 | 1,315,734 | (557,794) | - | Balance is retained by Syble Hopp. State grant and aid recognized in 2010. |
| Total Human Services | 6,978,747 | 10,537,318 | (3,355,633) | (202,938) | |
| Planning, Development & Trans | | | | | |
| Land & Water Conservation | 123,748 | 119,679 | - | 4,068 | |
| Planning, Prop Listing, Zoning | 156,020 | 3,579 | - | 152,440 | Revenue for the Private On-site Waste Treatment System is received in the first half of the year. |
| Register of Deeds | (120,894) | (92,383) | - | (28,510) | |
| UW - Extension | 107,434 | 88,344 | 30,044 | (10,954) | Professional services have not been paid for the State staff as of 3/31/11, so the balance has been adjusted by three months of accrued expenditures. |
| Highway | - | (231,271) | 231,271 | - | Balance is retained by the Highway. |
| Highway Capital Projects | 364,573 | 22,969 | 341,604 | - | Balance is retained to fund highway projects. |
| Highway County Roads/Bridges | - | 258,385 | (258,385) | - | Fund balance was budgeted to be utilized. |
| Total PD&T | 630,881 | 169,303 | 344,534 | 117,045 | |
| Public Safety | | | | | |
| Circuit Courts | 559,024 | 305,508 | (17,853) | 271,368 | First half of the State aid was received in January. Guardian Ad Litem fees of \$17,853 should be recorded to Clerk of Courts. |
| Clerk of Courts | 252,384 | 26,913 | 17,853 | 207,618 | Attorney fees are lower than budget, but there are outstanding invoices that have not been received. |
| Public Safety Communications | 1,458,933 | 1,262,654 | - | 196,280 | Housekeeping charges have not been allocated. Savings in wages and fringe. |
| Medical Examiner | 63,421 | 59,578 | - | 3,843 | |
| District Attorney | 324,708 | 310,315 | - | 14,393 | Savings in fringe benefits. |
| Sheriff | 7,102,607 | 6,870,024 | 25,000 | 207,583 | Carryover not used as of 3/31/11. Savings in wages and fringe. |
| Total Public Safety | 9,761,076 | 8,834,992 | 25,000 | 901,084 | |
| TOTALS | \$ 20,975,836 | \$ 20,602,090 | \$ (398,776) | \$ 772,522 | |

HIGHLIGHTS:

Expenses: Year to date savings in salaries and fringe is due to a vacancy. Contracted services has funds for the Indirect Cost Plan which is payable in July and carryover from 2010 for implementation of the new financial system.

Revenues: Transfer in is reimbursement for salaries of the project implementation team as well as three finance staff previously in the Human Services table of organization.

| | Annual Budget | YTD Actual | % of Budget |
|--------------------------|------------------|---------------|----------------|
| Property Tax Revenue | \$ 1,155,507 | \$ 385,169 | 33.33% |
| Transfer In | \$ 661,664 | \$ 228,502 | 34.53% |
| Salaries | \$ 1,215,256 | \$ 378,528 | 31.15% |
| Fringe Benefits | \$ 444,832 | \$ 141,022 | 31.70% |
| Operations & Maintenance | \$ 23,025 | \$ 4,925 | 21.39% |
| Utilities | \$ 200 | \$ 44 | 21.86% |
| Chargebacks | \$ 63,819 | \$ 14,260 | 22.34% |
| Contracted Services | \$ 70,039 | \$ - | 0.00% |

Administration April 30, 2011

■ Annual Budget ■ YTD Actual



2011 BUDGET ADJUSTMENT LOG

| NUMBER | DATE OF REQUEST | DEPT | DESCRIPTION | CAT | EXEC ACTION/ DATE | BOARD APPL REQ'D? | BOARD ACTION/DATE | FINANCE REF. |
|--------|-----------------|----------------------------------|---|-----|-------------------|-------------------|-------------------|--------------|
| 11-45 | 4/13/11 | Health | Use of \$60,000 in CARS grant revenue to purchase an emergency generator for prolonged power outages. | 2b | Approved 4/8/11 | Y | | |
| 11-46 | 4/19/11 | Info Services and Human Services | Transfer of \$69,408 from the Electronic Medical Records project to Information Services to back-fill for IS programmer/analyst who has been assigned to the project. | 5 | Approved 4/19/11 | Y | | |
| 11-47 | 4/14/11 | NEW Zoo | Allocation of \$550 donation from Linda Immel for new radios for keeper staff. | 5 | Approved 4/26/11 | Y | | |
| 11-48 | 4/20/11 | Sheriff | Transfer of \$72,000 in jail phone commission bonuses and \$26,110 in non-outlay to offset the cost of new furniture for the Sheriff's facility. | 5 | Approved 4/26/11 | Y | | |
| 11-49 | 4/26/11 | Sheriff | Transfer of \$125,000 incorrectly budgeted in one revenue account to another. | 3a | Approved 4/26/11 | N | --- | J2973 |
| 11-50 | 4/26/11 | Sheriff | Transfer of \$66,000 incorrectly budgeted in revenue to a vehicle-gas contra account. | 3a | Approved 4/26/11 | N | --- | J2974 |
| 11-51 | 4/20/11 | NEW Zoo | Allocation of \$1,750 donation from Birdseye Dairy for purchasing and installation of a commercial steamer. | 5 | Approved 5/6/11 | Y | | |
| 11-52 | 5/3/11 | NEW Zoo | Allocation of \$100 donation from Joyce Hannemann for educational area needs. | 5 | Approved 5/6/11 | Y | | |
| 11-53 | 5/3/11 | NEW Zoo | Allocation of \$300 donation from the Fisette family to purchase small animals for the children's zoo. | 5 | Approved 5/6/11 | Y | | |
| 11-54 | 5/3/11 | NEW Zoo | Allocation of \$1,500 donation from Pulaski Middle School for special events. | 5 | Approved 5/6/11 | Y | | |
| 11-55 | 5/12/11 | District Attorney | Request for \$48,569 from the General Fund to cover overages in Victim/Witness budget. | 4 | | Y | | |
| 11-56 | 5/12/11 | NEW Zoo | Allocation of \$50 donation to be used toward care for the baby Japanese Snow Monkey. | 5 | Approved 5/16/11 | Y | | |
| 11-57 | 5/12/11 | NEW Zoo | Allocation of \$162 donation from Andersons to purchase giraffe mascot costume. | 5 | Approved 5/16/11 | Y | | |
| 11-58 | 5/12/11 | NEW Zoo | Allocation of \$2,000 donation from Pepsi to cover billboard advertising expenses. | 5 | Approved 5/16/11 | Y | | |

| NUMBER | DATE OF REQUEST | DEPT | DESCRIPTION | CAT | EXEC ACTION/ DATE | BOARD APPRL. REQ'D? | BOARD ACTION/DATE | FINANCE REF. |
|--------|-----------------|------------------------|--|-----|-------------------|---------------------|-------------------|--------------|
| 11-59 | 5/13/11 | U.W. Extension | Allocation of \$1,700 grant for 4-H forensics project. | 5 | Approved 5/16/11 | Y | | |
| 11-60 | 5/13/11 | U.W. Extension | Allocation of \$4,360 in grant funds for 4-H Forensic Science Outreach program. | 5 | Approved 5/16/11 | Y | | |
| 11-61 | 5/13/11 | U.W. Extension | Allocation of \$16,823 (amount for 2011) in grant funds for risk management education/training for Hmong gardeners. | 5 | Approved 5/16/11 | Y | | |
| 11-62 | 5/13/11 | U.W. Extension | Allocation of \$2,625 for subcontract with WI Arthritis Project to produce and distribute a DVD. | 5 | Approved 5/16/11 | Y | | |
| 11-63 | 5/11/11 | Human Resources | Transfer of \$55,333 to Administrative Fees for the outsourcing of STD, LTD and FMLA administration. | 3a | Approved 5/16/11 | N | --- | |
| 11-64 | 5/16/11 | Human Resources | Use of \$3,675 in non-levy fund balance to cover food expense overages for ERD and summer picnic. | 5 | Approved 5/16/11 | Y | | |
| 11-65 | 5/12/11 | Library | Allocation of \$300,000 EPA grant for skylight replacement at the Central Library. | 5 | Approved 5/16/11 | Y | | |
| 11-66 | 5/16/11 | PALS | Allocation of \$290,000 in additional Community Development Block Grant – Economic Development funds for a loan to Amerex Corporation. | 5 | Approved 5/16/11 | Y | | |
| 11-67 | 5/16/11 | Facility and Park Mgmt | Allocation of a \$200,000 donation from Dick Resch for the Resch Center Floor Project. | 5 | Approved 5/16/11 | Y | | |

DEPARTMENT OF ADMINISTRATION

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

ELLEN C. SORENSEN

PHONE (920) 448-4037 FAX (920) 448-4036 WEB: www.co.brown.wi.us

DIRECTOR

May 17, 2011

TO: Administration Committee

FROM: Ellen C. Sorensen
Director of Administration

SUBJECT: May Director's Report

Financial System Implementation Project

- The project currently consists of two active phases: Human Resources/Payroll (Logos) and Time and Attendance (Kronos).
- The Community Treatment Center (CTC) was the first department targeted for the time and attendance, and is now fully implemented with the Kronos solution for both timekeeping and the advanced scheduler.
- The Airport and Highway departments are the next areas to implement Kronos. The sub teams have been formed and are currently mapping out the processes needed for the departments.
- Testing for the Kronos system upgrade began in May.

Finance & Accounting

- Carryovers have been completed, and the process for closing and approving overdrawn accounts is almost complete. The CAFR (Comprehensive Annual Financial Report) is expected to be published in July.

2012 Budget

- "State of Department" meetings have begun with the County Executive and departments.

Departmental Updates

PCI Compliance

- U.S. Bank, who has the State banking contract, is meeting with personnel from the airport, library, solid waste and the NEW Zoo. U.S. Bank offers virtual merchant which is an important features to move us towards compliance.

LocalGovU Training

- LocalGovU has opened up over 100 courses to members of WMMIC. WMMIC will be purchasing additional licenses and allocate them to its 17 members—these will be available to us July 1.

If you have any questions, please feel free to contact me.

cc: Troy Streckenbach – County Executive


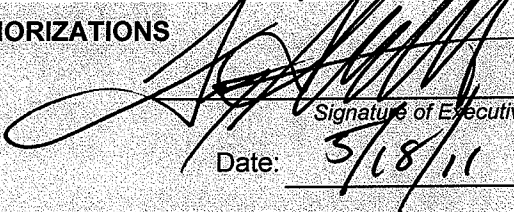
BUDGET ADJUSTMENT REQUEST

| <u>Adjustment</u> | <u>Description</u> | <u>Approval Level</u> |
|--|--|-----------------------|
| <input type="checkbox"/> Category 1 | Reallocation from one account to another <u>within</u> the major budget classifications. | Department Head |
| <input type="checkbox"/> Category 2 | | |
| <input type="checkbox"/> a. | Change in Outlay not requiring the reallocation of funds from another major budget classification. | County Executive |
| <input type="checkbox"/> b. | Change in any item within Outlay account which requires the reallocation of funds from any other major budget classification or the reallocation of Outlay funds to another major budget classification. | County Board |
| <input type="checkbox"/> Category 3 | | |
| <input type="checkbox"/> a. | Reallocation between budget classifications other than 2b or 3b adjustments. | County Executive |
| <input type="checkbox"/> b. | Reallocation of personnel services and fringe benefits to another major budget classification except contracted services, or reallocation to personnel services and fringe benefits from another major budget classification except contracted services. | County Board |
| <input checked="" type="checkbox"/> Category 4 | Interdepartmental reallocation or adjustment (including reallocation from the County's General Fund) | County Board |
| <input type="checkbox"/> Category 5 | Increase in expenses with offsetting increase in revenue | County Board |

| Increase | Decrease | Account # | Account Title | Amount |
|-------------------------------------|--------------------------|----------------------|------------------------|-----------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 100.024.016.5300.004 | VW Supplies-Postage | \$3,000. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 100.024.016.5505 | VW Telephone | \$520. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 100.024.001.5300-001 | DA Supplies-office | \$9,275. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 100.024.001.5300-004 | DA Supplies-postage | \$1,000. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 100.024.001.5330 | DA Book, Subscriptions | \$7,000. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 100.024.001.5505 | DA Telephone | \$2,774. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 100.024.001.5303 | DA Paper Service | \$15,000. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 100.024.001.5781-110 | DA Witness fee-Travel | \$10,000. |

Narrative Justification:

Reallocation from the General Fund to cover overages in Victim/Witness postage and telephone expenditures and to cover overages in District Attorney office supplies, postage, periodicals, telephones, legal paper service and travel fees for witness for court proceedings expenditures.

| AUTHORIZATIONS | |
|---|--|
|  Signature of Department Head |  Signature of Executive |
| Department: <u>John P. Zakowski</u> | Date: <u>5/18/11</u> |
| Date: <u>5/12/11</u> | |

18
5/13/11

14a

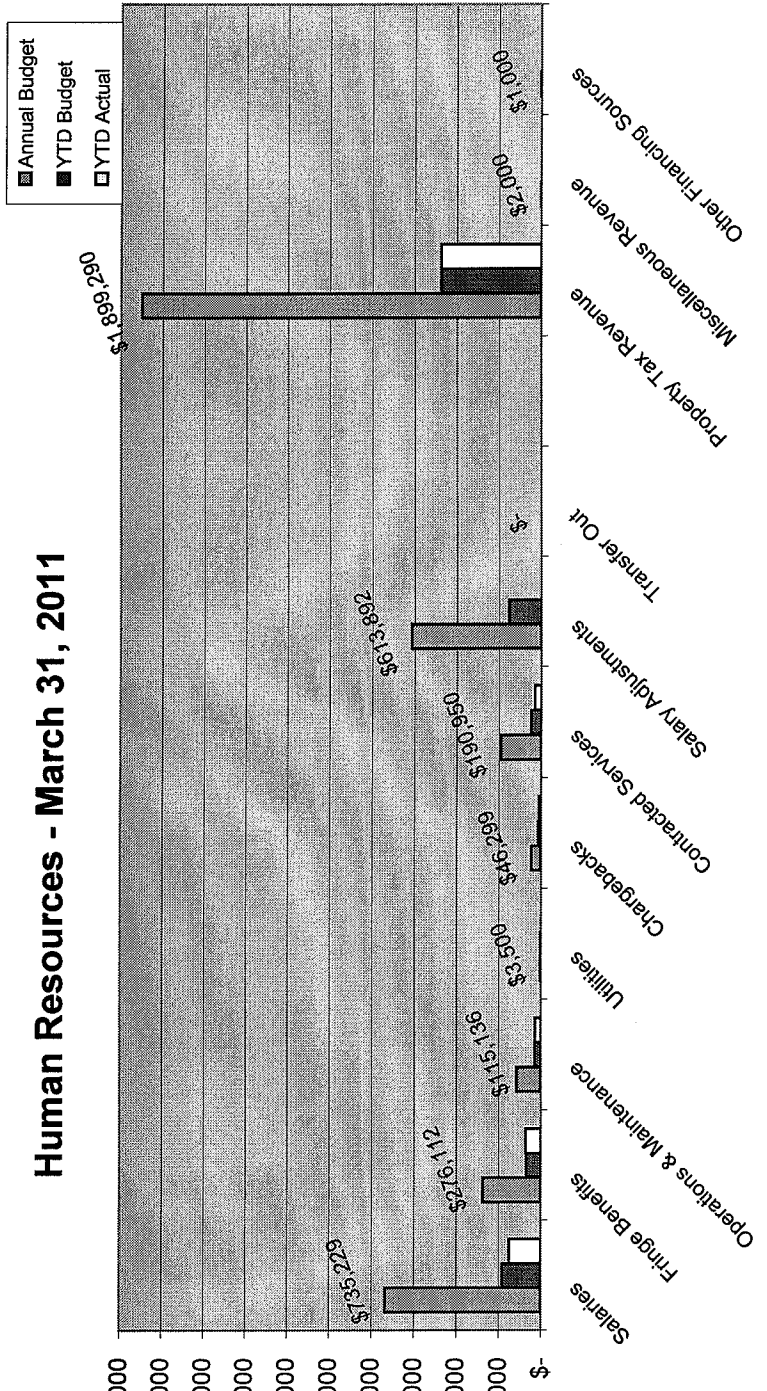
Brown County
Human Resources
Budget Status Report
3/31/2011

| | Annual Budget | YTD Budget | YTD Actual |
|--------------------------|------------------|---------------|---------------|
| Salaries | \$ 735,229 | \$ 183,807 | \$ 151,265 |
| Fringe Benefits | \$ 276,112 | \$ 69,028 | \$ 72,500 |
| Operations & Maintenance | \$ 115,136 | \$ 28,784 | \$ 27,214 |
| Utilities | \$ 3,500 | \$ 875 | \$ 98 |
| Chargebacks | \$ 46,299 | \$ 11,575 | \$ 9,706 |
| Contracted Services | \$ 190,950 | \$ 47,738 | \$ 29,188 |
| Salary Adjustments | \$ 613,892 | \$ 153,473 | \$ - |
| Transfer Out | \$ - | \$ - | \$ - |
| Property Tax Revenue | \$ 1,899,290 | \$ 474,823 | \$ 474,823 |
| Miscellaneous Revenue | \$ 2,000 | \$ 500 | \$ 516 |
| Other Financing Sources | \$ 1,000 | \$ 250 | \$ - |

HIGHLIGHTS:

All categories are under budgeted dollar amounts.

Human Resources - March 31, 2011



BUDGET ADJUSTMENT REQUEST

| <u>Adjustment</u> | <u>Description</u> | <u>Approval Level</u> |
|--|--|----------------------------------|
| <input type="checkbox"/> Category 1 | Reallocation from one account to another <u>within</u> the major budget classifications. | Department Head |
| <input type="checkbox"/> Category 2 | <input type="checkbox"/> a. Change in Outlay not requiring the reallocation of funds from another major budget classification. <input type="checkbox"/> b. Change in any item within Outlay account which requires the reallocation of funds from any other major budget classification or the reallocation of Outlay funds to another major budget classification. | County Executive County Board |
| <input type="checkbox"/> Category 3 | <input type="checkbox"/> a. Reallocation between budget classifications other than 2b or 3b adjustments. <input type="checkbox"/> b. Reallocation of personnel services and fringe benefits to another major budget classification except contracted services, or reallocation to personnel services and fringe benefits from another major budget classification except contracted services. | County Executive County Board |
| <input type="checkbox"/> Category 4 | Interdepartmental reallocation or adjustment (including reallocation from the County's General Fund) | County Board |
| <input checked="" type="checkbox"/> Category 5 | Increase in expenses with offsetting increase in revenue | County Board |

| Increase | Decrease | Account # | Account Title | Amount |
|-------------------------------------|--------------------------|------------------|---------------------------------|---------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 130.064.032.5390 | Employee Events – Miscellaneous | \$3,675 |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | | Fund Balance Applied | \$3,675 |
| <input type="checkbox"/> | <input type="checkbox"/> | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | | | |

Narrative Justification:

Brown County hosts two annual employee social events (summer picnic and the Employee Recognition Dinner), both which are fully funded by commissions from employee vending machine sales, ticket sales and minimal fundraising.

Request to utilize fund balance to offset an unanticipated overage in food costs for the ERD, as well as the anticipated increased cost of using Aramark to cater the employee picnic rather than over-taxing our short-handed CTC dietary staff.

AUTHORIZATIONS

Debbie Wankant
Signature of Department Head

Department: Human Resources

Date: 5/16/11

[Signature]
Signature of Executive

Date: 5/16/11

hr
5/16/11

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



DEBBIE KLARKOWSKI, PHR

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

HUMAN RESOURCES MANAGER

Date: May 17, 2011
To: Administration Committee Members
From: Debbie Klarkowski, Human Resources Manager
Re: Administration Committee Report

HUMAN RESOURCES ACTIVITY REPORT FOR APRIL 2011

Hires:

Full-Time:

| | |
|-------------------------------|---|
| County Executive | 1 |
| Economic Support Specialist I | 1 |
| Highway Laborer | 2 |
| Museum Director | 1 |
| Patrol Officer | 1 |

Part-Time:

| | |
|-----------------------|---|
| Food Service Worker I | 1 |
|-----------------------|---|

Limited Term/Seasonal/On-Call:

| | |
|---------------------------------|---|
| CNA – on call | 1 |
| Concessionaire I | 2 |
| Election Canvasser | 3 |
| Extra Help – CTC Dietary | 1 |
| Extra Help – Land Conservation | 2 |
| LTE Zoo Maintenance Worker | 1 |
| Medical Examiner Investigator | 1 |
| Seasonal Golf Course Worker | 5 |
| Seasonal Parks Maintenance | 8 |
| Seasonal Trail Ranger | 2 |
| Seasonal – UW Extension Workers | 5 |
| Shelter Care Worker – on call | 1 |
| Student Intern – Solid Waste | 1 |

TOTAL HIRES: 40

Separations:

Full-Time:

| | |
|-------------------------------------|---|
| Account Clerk I – Human Services | 1 |
| Child Support Specialist | 1 |
| Clerk Typist III – CTC | 1 |
| County Executive | 1 |
| Lead Staff Attorney | 1 |
| Librarian I | 2 |
| Office Manager I – Medical Examiner | 1 |
| Social Worker/Case Manager | 1 |
| Welfare Fraud Investigator | 1 |

Part-Time:

| | |
|---------------------|---|
| Library Clerk | 2 |
| Shelter Care Worker | 1 |

Limited Term/Seasonal/On-Call:

| | |
|-------------------------------|---|
| LTE Zoo Maintenance Worker | 1 |
| Seasonal Parks Maintenance | 1 |
| Shelter Care Worker – on call | 1 |

TOTAL SEPARATIONS: 16

Current Employees:

Regular Employees: 1435 (1346.36 FTE's)

Extra Help: 218 (Includes On-call, Seasonal, Summer, Co-op/Intern & Temporary Help positions.)

Total Employees: 1653

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



DEBBIE KLARKOWSKI, PHR

PHONE (920) 448-4065 FAX (920) 448-6277 WEB: www.co.brown.wi.us

HUMAN RESOURCES MANAGER

May 16, 2011

To: Brown County Administrative Committee

Fr: Debbie Klarkowski
Human Resources

RE: County Board Health Insurance

At the request of the Brown County Administrative Committee the Brown County Human Resources Department gathered and analyzed data from Wisconsin counties regarding employee health insurance benefits made available to members of their Board of Supervisors. Brown County does offer employee health insurance coverage to members of the Board of Supervisors and requires the Board member to pay 25% of the premium.

65 of the other 71 Wisconsin counties responded, with the following results:

45 of the 65 counties (69%) do not offer health insurance coverage to their Board of Supervisors.

20 of the 65 counties (31%) do offer health insurance coverage to the Board of Supervisors.

Of the 20 counties offering health insurance coverage:

- 15 (75%) require the Board member to pay 100% of the premium.
- 2 (10%) require the Board member to pay 15% of the premium.
- 1 (5%) requires the Board member to pay 55% of the premium for single premium only. If family coverage is elected, the Board member pays 100% of the difference.
- 2 (10%) offer insurance only to the Board Chair.
 - 1 requires the Board Chair to pay 10% of the premium.
 - 1 provides health coverage at no cost to the Board Chair.

HEALTH INSURANCE COUNTY COMPARISONS

| County | County Board Size | Population | COUNTY BOARD SUPERVISORS | | | | WAGE | | | | Additional Comments | Meal Reimbursement | Mileage |
|-------------|-------------------|------------|--------------------------|----------------------|----------------------------------|-----------------|-----------------|--------------|--|--|---------------------|--|--------------|
| | | | Health Coverage | Premium Contribution | 2011 Chairman | 2011 Vice Chair | 2011 Supervisor | | | | | | |
| Ashland | | | No | | \$ 2,400.00 | | | | | | | | |
| Barron | 29 | 46,805 | No | | | | | \$ - | | | | \$8 breakfast \$10 lunch \$15 dinner | \$.40/mile |
| Brown | 26 | 245,018 | Yes | 25% contribution | \$ 11,406.00 | \$ 9,406.00 | \$ 7,956.00 | | | | | \$6 breakfast \$9 lunch \$15 dinner | |
| Buffalo | 16 | 14,200 | No | | \$ 1,800.00 | \$ 900.00 | \$ 600.00 | | | | | | \$.51/mile |
| Burnett | | | No | | \$ 6,000.00 | | * | | | | | | Yes |
| Calumet | 21 | 46,292 | Yes | 100% contribution | Not salaried | | | Not salaried | | \$60/meeting | | | Yes |
| Chippewa | 29 | 60,000 | No | | \$ 4,800.00 | | | \$ 840.00 | | \$35/diem | | | Yes |
| Clark | 29 | 34,900 | No | | \$ 7,200.00 | | | \$ - | | | | | |
| Columbia | 31 | 56,130 | No | | \$ 5,400.00 | | | N/A | | \$50 county board meeting \$35 committee meeting \$25 second meeting | | \$12 maximum | IRS |
| Crawford | 17 | 17,629 | No | | \$ 5,000.00 | | | | | | | | IRS |
| Dane | | | Yes | 100% contribution | | | | | | | | | |
| Dodge | 37 | 85,897 | No | | \$ 12,000.00 | | | | | | | | |
| Door | | | Yes | 100% contribution | | | | | | | | | |
| Douglas | | | Yes | 100% contribution | | | | | | | | | |
| Dunn | | | No | | \$ 3,750.00 | | | | | \$50/committee meeting - \$60 board meeting | | \$8 breakfast \$9 lunch \$17 dinner | |
| Eau Claire | | | No | | | | | | | | | Reimbursed when receipts are submitted | IRS |
| Florence | 12 | 5,346 | No | | \$300 plus per diems and mileage | | | | | Paid per diem | | | |
| Fond du Lac | 18 | 102,151 | Yes | 100% contribution | \$ 8,000.00 | | | \$ 3,000.00 | | | | \$6 breakfast \$7 lunch \$14 dinner | \$.485/mile |
| Forest | | | No | | \$ 2,400.00 | \$ 2,400.00 | \$ 2,400.00 | | | | | | |
| Grant | | | Yes | 100% contribution | | | | | | | | | |
| Green | | | No | | | | | | | | | | |
| Green Lake | 19 | 19,757 | No | | \$ 4,800.00 | | | \$ - | | | | | |
| Iowa | 21 | 24,000 | No | | no salary | | | \$ - | | | | | |
| Iron | 21 | 6,961 | No | | \$ 16,000.00 | | | | | Paid per diem | | | |
| Jackson | 19 | 20,140 | No | | \$ 4,000.00 | \$ 600.00 | \$ - | | | | | | |

| County | County Board Size | Population | COUNTY BOARD SUPERVISORS | | | WAGE | | | Additional Comments | Meal Reimbursement | Mileage |
|-----------|-------------------|------------|--------------------------|---|--|--------------------------------|--------------------------------|---|---|---------------------------------|---------|
| | | | Health Coverage | Premium Contribution | 2011 Chairman | 2011 Vice Chair | 2011 Supervisor | | | | |
| Jefferson | | | only Chair | Chair pays the same as non-reps. Currently, the county pays 105% of the lowest qualified State plan, so essentially, the county is paying 100% for our Chair. | Salary of \$55/month plus per diems of \$55/meeting. | Per Diems only at \$55/meeting | Per Diems only at \$55/meeting | | | | |
| Juneau | 21 | 27,774 | No | | | | | | | | |
| Kenosha | | | Yes | 15% contribution | | | | | | | |
| Kewaunee | | | No | | \$ 5,709.00 | | | | | | |
| La Crosse | 35 | 112,758 | Yes | 55% of single premium. If family elected, 100% of difference. | \$ 15,240.00 | \$ 4,740.00 | | | | | |
| Lafayette | 16 | 16,468 | No | | \$ 600.00 | | | \$35/meeting | | | |
| Langlade | | | No | | \$ 5,000.00 | | | \$40 per diem - \$60 over 6 hrs. | | | |
| Lincoln | | | No | | | | | | | | |
| Manitowoc | 25 | 84,120 | Yes | 100% contribution | \$ 4,500.00 | \$ 3,000.00 | \$ 3,000.00 | No additional per diem paid | | | |
| Marathon | 38 | 125,834 | No | | \$ 14,336.00 | \$ 6,552.00 | \$ 4,780.00 | No per diems - If they are a chair of a committee, they receive an additional \$250 1/1/2009 - \$5,063 | \$42/day out of state \$10 - \$12 - \$20; \$33/day in state \$8 - \$10 - \$15 | IRS \$0.525 based on state rate | |
| Marquette | 30 | 43,000 | No | | \$ 7,200.00 | | \$ 2,400.00 | \$600 per person and mileage | \$22.50 per day | | |
| Marquette | 17 | 15,423 | No | | \$ 2,500.00 | \$200/month - \$2,400 | | Per diem for all meetings\ | | Yes | |
| Menominee | | | No | | | | | | | | |
| Milwaukee | | | No | | | | | | | | |
| Monroe | | | No | | \$ 4,000.00 | 25.00 per meeti | \$25/meeting | | \$5 breakfast \$7 lunch \$8 dinner or \$20/per day | .40/mile | |
| Oconto | | | Only Chair | Chair pays 10% of the premium | \$ 7,200.00 | \$ 7,200.00 | \$ 7,200.00 | | \$35/day | IRS | |
| Oneida | 21 | 39,129 | No | | \$ 3,600.00 | Per diem only | Per diem only | \$55 per diem for chair \$45 Committee meetings; \$75 County Board Meeting (no additional per diem allowed on that day). No limit on number of meetings (per diem) each day except on day of County Board meetings. | \$7-8-16 or combination not to exceed \$31/day | IRS | |
| Outagamie | 36 | 174,778 | Health only | 100% contribution. No dental. | \$ 13,000.00 | \$ 6,500.00 | \$ 5,000.00 | | | | |
| Ozaukee | 31 | 85,000 | Health only | 100% contribution. No dental. | \$ 13,500.00 | | \$ 4,500.00 | | | | |
| Pepin | | | No | | \$ 1,500.00 | | \$ - | Supervisors only per diems and mileage. | | | |

| | | COUNTY BOARD SUPERVISORS | | | | WAGE | | | Additional Comments | Meal Reimbursement | Mileage |
|------------|-------------------|--------------------------|-----------------|----------------------|---------------|-----------------|-----------------|---|---------------------|---|---------|
| County | County Board Size | Population | Health Coverage | Premium Contribution | 2011 Chairman | 2011 Vice Chair | 2011 Supervisor | | | | |
| Pierce | | | No | | | | | | | | |
| Polk | 23 | 41,319 | No | | \$ 5,000.00 | | | | | | |
| | | | | | | | | | | \$9 breakfast & lunch, \$17 dinner. No receipts required with daily max of \$35.00. Milwaukee & out of state \$10 breakfast & lunch, \$20 dinner with daily max of \$40.00. | IRS |
| Portage | 29 | 70,506 | No | | \$ 20,000.00 | | | \$50 per meeting and regular committee members receive \$45 per meeting. | | | |
| Price | 13 | 16,173 | No | | \$ 7,200.00 | | | n/a | | | |
| Racine | | | Yes | 15% contribution | | | | | | | |
| Rock | 29 | 160,635 | | | \$ 5,200.00 | | | | | | |
| Rusk | 21 | 15,347 | No | | \$ 5,730.00 | | | | | | |
| St. Croix | | | No | | | | | | | | |
| Sauk | 31 | 61,338 | | | \$ 4,800.00 | | | Per diem | | | Yes |
| | | | | | | | | \$75 board meeting \$70 committee meeting \$35 second meeting of day | | | |
| Shawano | 30 | 42,602 | No | | \$ 5,000.00 | | | \$20 for meetings under 2hrs \$35 for meetings 2-4/hrs \$50 for meetings over 4hrs Max \$50/day (max \$4,200 yr) | \$40/day | | IRS |
| | | | | | | | | | | | |
| Sheboygan | 34 | 117,472 | Health only | 100% contribution | \$ 10,000.00 | | \$ 2,100.00 | | | | |
| Taylor | | | No | | | | | | | | |
| Vernon | 29 | 29,700 | No | | \$ 7,500.00 | | \$ 7,500.00 | | | | |
| Vilas | 21 | 23,000 | Yes | 100% contribution | \$ 5,600.00 | | \$ - | | | | |
| Walworth | | | Yes | 100% contribution | | | | | | | |
| Washington | | | No | | \$ 10,000.00 | \$ - | \$ - | | | | |
| Washington | | | Yes | 100% contribution | | | | | | | |
| Waukesha | 25 | 382,000 | Yes | 100% contribution | \$ 58,586.00 | | \$ 9,536.00 | | | | |
| Waupaca | 27 | 54,401 | No | | \$ 8,000.00 | | | | | | |
| Winnebago | 36 | 163,000 | Yes | 100% contribution | \$ 5,000.00 | | \$ - | | | | |
| Wood | 19 | 77,049 | No | | \$ 4,860.00 | | \$ 1,200.00 | | | | |

Brown County Clerk Budget Status Report

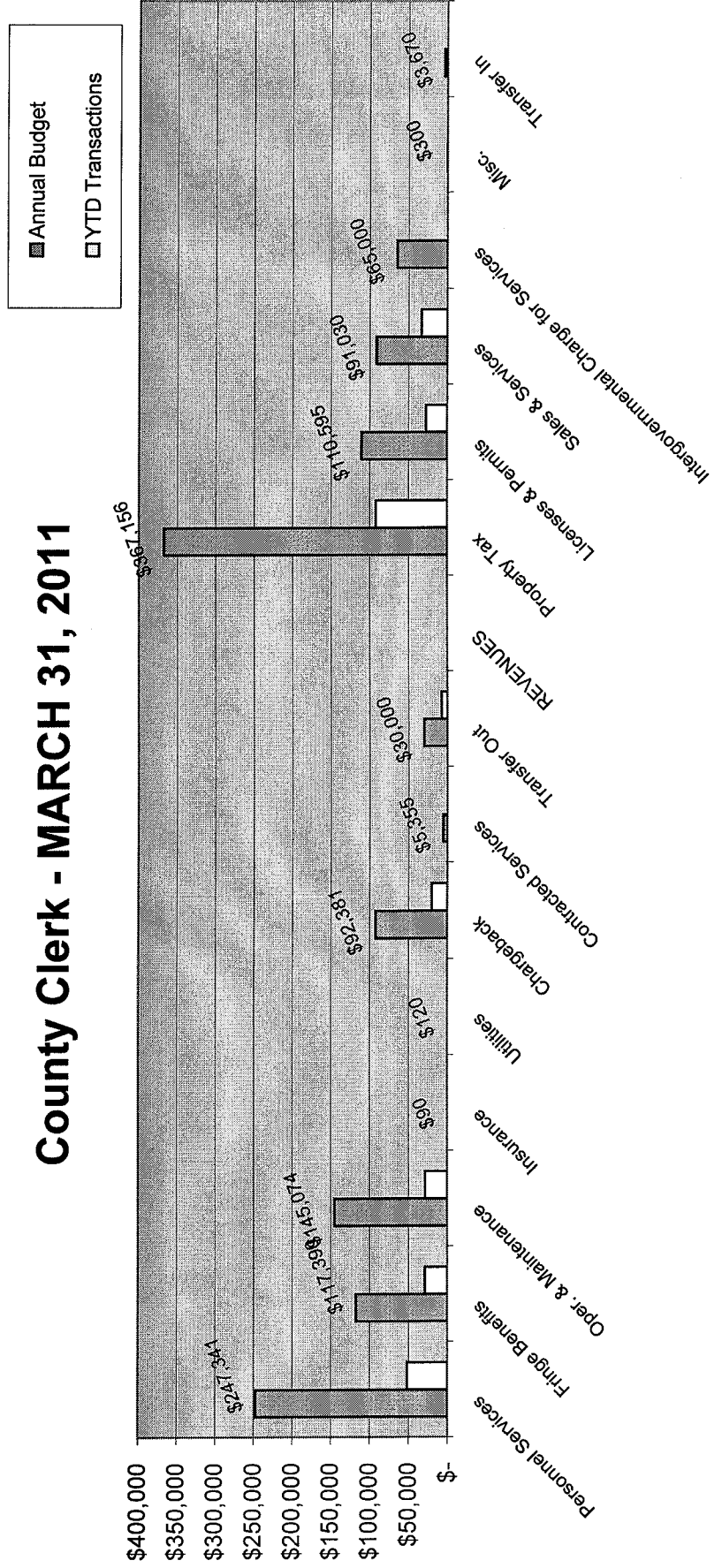
| March 31, 2011 | Annual | YTD | YTD % |
|---------------------------------------|------------|--------------|--------|
| EXPENDITURES | Budget | Transactions | Budget |
| Personnel Services | \$ 247,341 | \$ 51,857 | 21% |
| Fringe Benefits | \$ 117,390 | \$ 29,038 | 25% |
| Oper. & Maintenance | \$ 145,074 | \$ 28,369 | 20% |
| Insurance | \$ 90 | \$ 15 | 17% |
| Utilities | \$ 120 | \$ - | 0% |
| Chargeback | \$ 92,381 | \$ 19,917 | 22% |
| Contracted Services | \$ 5,355 | \$ - | 0% |
| Transfer Out | \$ 30,000 | \$ 7,500 | 25% |
| REVENUES | | | |
| Property Tax | \$ 367,156 | \$ 91,789 | 25% |
| Licenses & Permits | \$ 110,595 | \$ 27,533 | 25% |
| Sales & Services | \$ 91,030 | \$ 33,295 | 37% |
| Intergovernmental Charge for Services | \$ 65,000 | \$ 60 | 0% |
| Misc. | \$ 300 | \$ 15 | 5% |
| Transfer In | \$ 3,670 | \$ - | 0% |

HIGHLIGHTS - January-March of Fiscal Year (25%)

Expenditures: All categories of Expenditures are at 25% of Adopted Budget or lower than estimate.

Revenues: Revenues for Licenses and Permits are at 25% level. Sales and Services is at 37% of Budget due to a steady volume of Passport Services. Intergovernmental Charges are low because invoices from Spring Elections haven't been sent to municipalities and school districts. Miscellaneous will be on target as soon as we receive payment from the DNR for Optical Scanning use. Transfer In will remain at zero until the administrative fees earned from Dog Licences are received at the end of the year.

County Clerk - MARCH 31, 2011



PRODUCTION *Brown Co* PRODUCTION

County Clerk

Fiscal Year To Date: 3/31/2011

| Account Number | Account Description | Adopted Budget | Budget Amendments | Current Month Transactions | Encumbrances | YTD Transactions | Budget - YTD Transactions | % Used/Rec'd | Prior Year Total |
|--|--|----------------|-------------------|----------------------------|--------------|------------------|---------------------------|--------------|------------------|
| Fund: 100 GF | REVENUE | | | | | | | | |
| Department: 019 County Clerk | | | | | | | | | |
| Property taxes | | | | | | | | | |
| 4400 | General property taxes | \$367,156.00 | \$0.00 | \$30,596.34 | \$0.00 | \$9,179.02 | \$275,366.98 | 25% | \$393,496.00 |
| | Property taxes Totals: | \$367,156.00 | \$0.00 | \$30,596.34 | \$0.00 | \$9,179.02 | \$275,366.98 | 25% | \$393,496.00 |
| Licenses & permits | | | | | | | | | |
| 4400-184 | Permits Work permit | \$2,000.00 | \$0.00 | \$207.50 | \$0.00 | \$355.00 | \$1,645.00 | 18% | \$2,457.50 |
| 4400-195 | Permits Alarm permits | \$20,440.00 | \$0.00 | \$28.00 | \$0.00 | \$17,208.00 | \$3,232.00 | 84% | \$19,875.00 |
| 4401-181 | Licenses Conservatorship license fees | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | +++ | \$0.00 |
| 4401-192 | Licenses Marriage License | \$87,605.00 | \$0.00 | \$3,360.00 | \$0.00 | \$9,970.00 | \$77,635.00 | 11% | \$88,170.00 |
| 4401-193 | Licenses Domestic partnership | \$550.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$550.00 | 0% | \$55.00 |
| | Licenses & permits Totals: | \$110,595.00 | \$0.00 | \$3,595.50 | \$0.00 | \$27,533.00 | \$83,062.00 | 25% | \$110,557.50 |
| Charges for sales and services | | | | | | | | | |
| 4600-190 | Charges and fees Passport | \$90,000.00 | \$0.00 | \$9,642.22 | \$0.00 | \$32,888.83 | \$57,119.17 | 37% | \$99,406.70 |
| 4601-012 | Sales Copy machine use | \$225.00 | \$0.00 | \$62.00 | \$0.00 | \$289.25 | (\$64.25) | 129% | \$430.00 |
| 4601-196 | Sales Directory | \$700.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$700.00 | 0% | \$809.48 |
| 4601-197 | Sales Map | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | +++ | \$0.00 |
| 4609 | Miscellaneous public charges | \$105.00 | \$0.00 | \$0.00 | \$0.00 | \$125.00 | (\$20.00) | 119% | \$2,916.30 |
| | Charges for sales and services Totals: | \$91,030.00 | \$0.00 | \$9,704.22 | \$0.00 | \$33,295.08 | \$57,734.92 | 37% | \$103,562.48 |
| Intergovernmental charges for services | | | | | | | | | |
| 4700 | Intergovt charges | \$65,000.00 | \$0.00 | \$0.00 | \$0.00 | \$60.00 | \$64,940.00 | 0% | \$97,777.63 |
| | Intergovernmental charges for services Totals: | \$65,000.00 | \$0.00 | \$0.00 | \$0.00 | \$60.00 | \$64,940.00 | 0% | \$97,777.63 |
| Miscellaneous revenue | | | | | | | | | |
| 4900 | Miscellaneous | \$300.00 | \$0.00 | \$15.00 | \$0.00 | \$15.00 | \$285.00 | 5% | \$496.00 |
| | Miscellaneous revenue Totals: | \$300.00 | \$0.00 | \$15.00 | \$0.00 | \$15.00 | \$285.00 | 5% | \$496.00 |
| Transfer In | | | | | | | | | |
| 9002 | Transfer in | \$3,670.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$3,670.00 | 0% | \$0.00 |
| 9002-200 | Transfer in HR | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | +++ | \$2,440.00 |
| | Transfer In Totals: | \$3,670.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$3,670.00 | 0% | \$2,440.00 |
| | Department: 019 County Clerk Totals: | \$637,751.00 | \$0.00 | \$43,911.06 | \$0.00 | \$152,692.10 | \$485,058.90 | 24% | \$708,329.61 |
| | REVENUE Totals | \$637,751.00 | \$0.00 | \$43,911.06 | \$0.00 | \$152,692.10 | \$485,058.90 | 24% | \$708,329.61 |
| EXPENSE | | | | | | | | | |
| Department: 019 County Clerk | | | | | | | | | |
| Personnel services | | | | | | | | | |
| 5100 | Regular earnings | \$246,333.00 | \$0.00 | \$18,045.09 | \$0.00 | \$48,144.88 | \$198,188.12 | 20% | \$221,554.27 |
| 5102 | Paid leave earnings | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | +++ | \$0.00 |
| 5102-100 | Paid leave earnings Paid | \$0.00 | \$0.00 | \$620.36 | \$0.00 | \$3,218.60 | (\$3,218.60) | +++ | \$20,323.42 |
| 5102-200 | Leave Personal | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | +++ | \$0.00 |

PRODUCTION *Brown Co* PRODUCTION

County Clerk

Fiscal Year To Date: 3/31/2011

| Account Number | Account Description | Adopted Budget | Budget Amendments | Current Month Transactions | Encumbrances | YTD Transactions | Budget - YTD Transactions | % Used/Rec'd | Prior Year Total |
|------------------------------|---|----------------|-------------------|----------------------------|--------------|------------------|---------------------------|--------------|------------------|
| Fund - 100 GF | EXPENSE | | | | | | | | |
| Department: 019 County Clerk | | | | | | | | | |
| Personnel services | | | | | | | | | |
| 5102-300 | Paid leave earnings Casual | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | +++ | \$0.00 |
| 5102-400 | Paid leave earnings Sick | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | +++ | \$0.00 |
| 5102-500 | Paid leave earnings Holiday | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | +++ | \$0.00 |
| 5102-600 | Paid leave earnings Other (funeral, jury duty, etc) | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | +++ | \$0.00 |
| 5102-999 | Paid leave earnings Accrual | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | +++ | \$0.00 |
| 5103 | Premium | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | +++ | \$0.00 |
| 5103-000 | Premium Overtime | \$1,008.00 | \$0.00 | \$81.36 | \$0.00 | \$0.00 | \$514.72 | 49% | \$2,544.31 |
| 5103-100 | Premium-Comp time | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | +++ | \$0.00 |
| 5103-200 | Premium Shift differential | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | +++ | \$0.00 |
| 5103-300 | Premium Holiday | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | +++ | \$0.00 |
| 5109-100 | Salaries reimbursement Short term disability | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | +++ | \$0.00 |
| Personnel services Totals: | | \$247,341.00 | \$0.00 | \$18,746.83 | \$247,341.00 | \$0.00 | \$51,856.76 | 21% | \$244,422.00 |

| | | | | | | | | | |
|-----------------------------------|--|--------------|--------|-------------|--------------|--------|-------------|-----|--------------|
| Fringe benefits and taxes | | | | | | | | | |
| 5110 | Fringe benefits | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | +++ | \$0.00 |
| 5110-100 | Fringe benefits FICA | \$18,427.00 | \$0.00 | \$1,347.48 | \$18,427.00 | \$0.00 | \$14,688.87 | 20% | \$17,768.62 |
| 5110-110 | Fringe benefits Unemployment compensation | \$1,238.00 | \$0.00 | \$103.16 | \$1,238.00 | \$0.00 | \$928.44 | 25% | \$0.00 |
| 5110-199 | Fringe benefits Back pay | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | +++ | \$0.00 |
| 5110-200 | Fringe benefits Health Insurance | \$60,088.00 | \$0.00 | \$6,074.03 | \$60,088.00 | \$0.00 | \$43,364.41 | 28% | \$63,889.19 |
| 5110-210 | Fringe benefits Dental Insurance | \$5,315.00 | \$0.00 | \$435.82 | \$5,315.00 | \$0.00 | \$4,116.50 | 23% | \$5,117.96 |
| 5110-220 | Fringe benefits Life Insurance | \$785.00 | \$0.00 | \$58.62 | \$785.00 | \$0.00 | \$638.45 | 19% | \$707.10 |
| 5110-230 | Fringe benefits LT disability Insurance | \$891.00 | \$0.00 | \$0.00 | \$891.00 | \$0.00 | \$891.00 | 0% | \$0.00 |
| 5110-235 | Fringe benefits Disability Insurance | \$1,913.00 | \$0.00 | \$228.41 | \$1,913.00 | \$0.00 | \$1,227.79 | 36% | \$2,009.28 |
| 5110-240 | Fringe benefits Workers compensation Insurance | \$38.00 | \$0.00 | \$3.17 | \$38.00 | \$0.00 | \$28.53 | 25% | \$305.00 |
| 5110-300 | Fringe benefits Retirement | \$12,615.00 | \$0.00 | \$1,176.05 | \$12,615.00 | \$0.00 | \$9,369.20 | 26% | \$14,290.45 |
| 5110-310 | Fringe benefits Retirement credit | \$16,080.00 | \$0.00 | \$1,085.55 | \$16,080.00 | \$0.00 | \$13,078.46 | 19% | \$13,132.45 |
| Fringe benefits and taxes Totals: | | \$117,390.00 | \$0.00 | \$10,512.29 | \$117,390.00 | \$0.00 | \$88,351.67 | 25% | \$117,218.05 |

| | | | | | | | | | |
|----------------------------|---------------------|------------|--------|----------|------------|--------|------------|-----|------------|
| Operations and maintenance | | | | | | | | | |
| 5300 | Supplies | \$0.00 | \$0.00 | \$618.18 | \$0.00 | \$0.00 | \$689.30 | +++ | \$0.00 |
| 5300-001 | Supplies Office | \$6,000.00 | \$0.00 | \$0.00 | \$6,000.00 | \$0.00 | \$5,311.08 | 11% | \$6,275.73 |
| 5300-003 | Supplies Technology | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | +++ | \$2,737.00 |
| 5300-004 | Supplies Postage | \$9,200.00 | \$0.00 | \$170.61 | \$9,200.00 | \$0.00 | \$6,014.60 | 35% | \$7,345.74 |

23

County Clerk

Fiscal Year To Date: 3/31/2011

| Account Number | Account Description | Adopted Budget | Amendments | Budget | Current Month Transactions | Encumbrances | YTD Transactions | YTD Transactions | Budget - YTD Transactions | % Used/Rec'd | Prior Year Total |
|---|-----------------------------------|---------------------|---------------|---------------------|----------------------------|---------------|------------------|---------------------|---------------------------|--------------|---------------------|
| Fund: 100 GF | EXPENSE | | | | | | | | | | |
| Department: 019 County Clerk | | | | | | | | | | | |
| Operations and maintenance | | | | | | | | | | | |
| 5303 | Copy expense | \$3,600.00 | \$0.00 | \$3,600.00 | \$94.62 | \$0.00 | \$0.00 | \$404.43 | \$3,195.57 | 11% | \$1,453.32 |
| 5304 | Printing | \$2,350.00 | \$0.00 | \$2,350.00 | \$315.03 | \$0.00 | \$0.00 | \$317.11 | \$2,032.89 | 13% | \$1,531.62 |
| 5304-100 | Printing forms | \$40,000.00 | \$0.00 | \$40,000.00 | \$0.00 | \$0.00 | \$0.00 | \$330.83 | \$39,669.17 | 1% | \$42,225.80 |
| 5305 | Dues and memberships | \$220.00 | \$0.00 | \$220.00 | \$0.00 | \$0.00 | \$0.00 | \$50.00 | \$170.00 | 23% | \$145.00 |
| 5306-100 | Maintenance agreement | \$13,279.00 | \$0.00 | \$13,279.00 | \$0.00 | \$0.00 | \$0.00 | \$2,171.95 | \$11,107.05 | 16% | \$12,647.25 |
| 5307-100 | Software | \$5,200.00 | \$0.00 | \$5,200.00 | \$0.00 | \$0.00 | \$0.00 | \$177.00 | \$5,023.00 | 3% | \$0.00 |
| 5310 | Repairs and maintenance equipment | \$62,000.00 | \$0.00 | \$62,000.00 | \$7,518.01 | \$0.00 | \$0.00 | \$19,932.75 | \$42,067.25 | 32% | \$74,268.46 |
| 5330 | Advertising and public notices | \$925.00 | \$0.00 | \$925.00 | \$0.00 | \$0.00 | \$0.00 | \$54.50 | \$870.50 | 6% | \$872.06 |
| 5340 | Books, periodicals subscription | \$2,300.00 | \$0.00 | \$2,300.00 | \$87.97 | \$0.00 | \$0.00 | \$366.57 | \$1,933.43 | 16% | \$1,062.86 |
| 5340 | Travel and training | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | *** | \$0.00 |
| 5395 | Equipment - nonoutlay | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | *** | \$0.00 |
| Operations and maintenance Totals: | | \$145,074.00 | \$0.00 | \$145,074.00 | \$8,804.42 | \$0.00 | \$0.00 | \$28,368.76 | \$116,705.24 | 20% | \$150,567.81 |
| Insurance costs | | | | | | | | | | | |
| 5410-400 | Insurance Bond | \$90.00 | \$0.00 | \$90.00 | \$4.86 | \$0.00 | \$0.00 | \$14.62 | \$75.38 | 16% | \$0.00 |
| Insurance costs Totals: | | \$90.00 | \$0.00 | \$90.00 | \$4.86 | \$0.00 | \$0.00 | \$14.62 | \$75.38 | 16% | \$0.00 |
| Utilities | | | | | | | | | | | |
| 5505 | Telephone | \$120.00 | \$0.00 | \$120.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$120.00 | 0% | \$681.31 |
| Utilities Totals: | | \$120.00 | \$0.00 | \$120.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$120.00 | 0% | \$681.31 |
| Chargebacks | | | | | | | | | | | |
| 5600 | Indirect cost | \$62,577.00 | \$0.00 | \$62,577.00 | \$5,214.75 | \$0.00 | \$0.00 | \$15,644.26 | \$46,932.75 | 25% | \$57,708.00 |
| 5601-100 | Intra-county expense | \$28,741.00 | \$0.00 | \$28,741.00 | \$162.81 | \$0.00 | \$0.00 | \$4,006.39 | \$24,734.61 | 14% | \$27,067.87 |
| 5601-200 | Information services | \$1,063.00 | \$0.00 | \$1,063.00 | \$86.58 | \$0.00 | \$0.00 | \$265.78 | \$797.22 | 25% | \$1,008.00 |
| 5601-200 | Intra-county expense | \$1,063.00 | \$0.00 | \$1,063.00 | \$86.58 | \$0.00 | \$0.00 | \$265.78 | \$797.22 | 25% | \$1,008.00 |
| Chargebacks Totals: | | \$92,381.00 | \$0.00 | \$92,381.00 | \$5,466.14 | \$0.00 | \$0.00 | \$19,917.02 | \$72,463.98 | 22% | \$85,783.87 |
| Contracted services | | | | | | | | | | | |
| 5370 | Support services | \$5,355.00 | \$0.00 | \$5,355.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$5,355.00 | 0% | \$5,355.00 |
| Contracted services Totals: | | \$5,355.00 | \$0.00 | \$5,355.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$5,355.00 | 0% | \$5,355.00 |
| Transfer out | | | | | | | | | | | |
| 9003 | Transfer out | \$30,000.00 | \$0.00 | \$30,000.00 | \$2,500.00 | \$0.00 | \$0.00 | \$1,500.00 | \$22,500.00 | 25% | \$29,520.00 |
| 9003-100 | Transfer out General Fund | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | *** | \$0.00 |
| Transfer out Totals: | | \$30,000.00 | \$0.00 | \$30,000.00 | \$2,500.00 | \$0.00 | \$0.00 | \$1,500.00 | \$22,500.00 | 25% | \$29,520.00 |
| Department: 019 County Clerk Totals: | | | | | | | | | | | |
| EXPENSE Totals | | \$637,751.00 | \$0.00 | \$637,751.00 | \$46,034.54 | \$0.00 | \$0.00 | \$136,695.49 | \$501,055.51 | 21% | \$633,548.04 |
| Revenue Totals: | | \$637,751.00 | \$0.00 | \$637,751.00 | \$43,911.06 | \$0.00 | \$0.00 | \$152,692.10 | \$485,058.90 | 24% | \$708,329.61 |
| Expenditure Totals: | | \$637,751.00 | \$0.00 | \$637,751.00 | \$46,034.54 | \$0.00 | \$0.00 | \$136,695.49 | \$501,055.51 | 21% | \$633,548.04 |
| Fund Totals: GF | | \$0.00 | \$0.00 | \$0.00 | (\$2,123.48) | \$0.00 | \$0.00 | \$45,996.61 | (\$15,966.61) | | \$74,781.57 |
| Revenue Grand Totals: | | \$637,751.00 | \$0.00 | \$637,751.00 | \$43,911.06 | \$0.00 | \$0.00 | \$152,692.10 | \$485,058.90 | 24% | \$708,329.61 |

23

PRODUCTION *Brown Co* PRODUCTION

County Clerk

Fiscal Year To Date: 3/31/2011

Expenditure Grand Totals:

Grand Totals:

| | | | | | | | | |
|--------------|--------|--------------|--------------|--------|--------------|---------------|-----|--------------|
| \$637,751.00 | \$0.00 | \$637,751.00 | \$46,034.54 | \$0.00 | \$136,695.49 | \$501,055.51 | 21% | \$683,548.04 |
| \$0.00 | \$0.00 | \$0.00 | (\$2,123.43) | \$0.00 | \$15,996.61 | (\$15,996.61) | | \$74,781.57 |

Brown County Clerk Budget Status Report

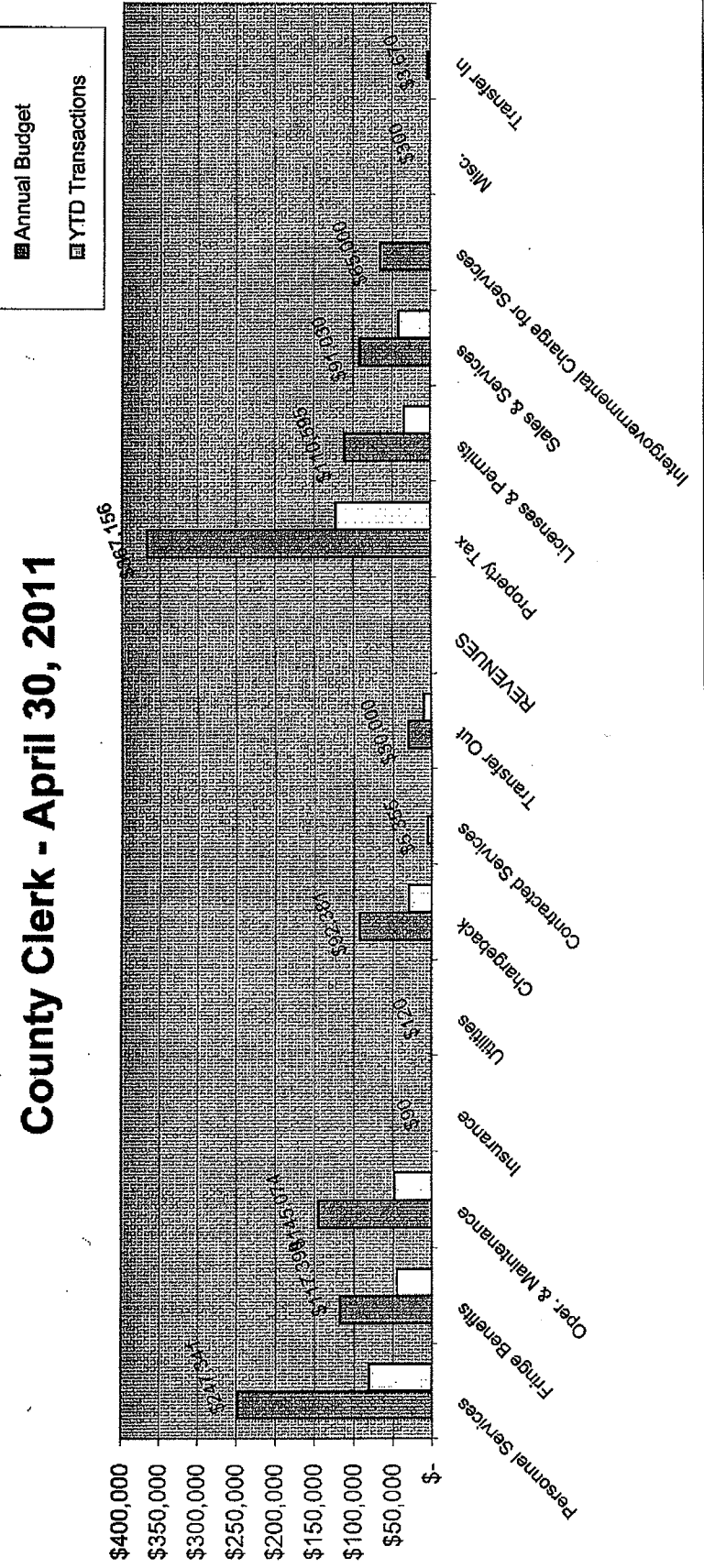
HIGHLIGHTS - January-April of Fiscal Year (33%)

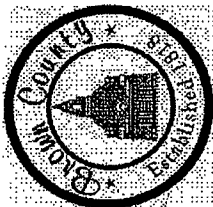
Expenditures: All categories of Expenditures are at 33% of Adopted Budget or lower than estimate with the exception of Fringe Benefits which we impacted by Supreme Court Justice Recount.

Revenues: Revenues for Licenses and Permits are at 33% level. Sales and Services is at 46% of Budget due to a steady volume of Passport Services. Intergovernmental Charges are low because invoices from Spring Elections haven't been sent to municipalities and school districts. Miscellaneous will be on target as soon as we receive payment from the DNR for Optical Scanning use. Transfer In will remain at zero until the administrative fees earned from Dog Licences are received at the end of the year.

| EXPENDITURES | Annual Budget | YTD Transactions | YTD % Budget |
|---------------------------------------|---------------|------------------|--------------|
| Personnel Services | \$ 247,341 | \$ 81,305 | 33% |
| Fringe Benefits | \$ 117,390 | \$ 44,910 | 38% |
| Oper. & Maintenance | \$ 145,074 | \$ 48,452 | 33% |
| Insurance | \$ 90 | \$ 19 | 21% |
| Utilities | \$ 120 | \$ - | 0% |
| Chargeback | \$ 92,381 | \$ 29,857 | 32% |
| Contracted Services | \$ 5,355 | \$ - | 0% |
| Transfer Out | \$ 30,000 | \$ 10,000 | 33% |
| REVENUES | Annual Budget | YTD Transactions | YTD % Budget |
| Property Tax | \$ 367,156 | \$ 122,385 | 33% |
| Licenses & Permits | \$ 110,595 | \$ 33,939 | 31% |
| Sales & Services | \$ 91,030 | \$ 41,823 | 46% |
| Intergovernmental Charge for Services | \$ 65,000 | \$ 60 | 0% |
| Misc. | \$ 300 | \$ 20 | 7% |
| Transfer In | \$ 3,670 | \$ - | 0% |

County Clerk - April 30, 2011



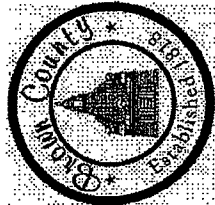


County Clerk

Fiscal Year to Date 04/30/11
Exclude Rollup Account

| Account | Account Description | Adopted Budget | Budget Amendments | Amended Budget | Current Month Transactions | YTD Encumbrances | YTD Transactions | Budget - YTD Transactions | % used/ Rec'd | Prior Year Total |
|--|--|---------------------|-------------------|---------------------|----------------------------|------------------|---------------------|---------------------------|---------------|---------------------|
| Fund 100 - GF | | | | | | | | | | |
| REVENUE | | | | | | | | | | |
| Department 019 - County Clerk | | | | | | | | | | |
| Property taxes | | | | | | | | | | |
| 4100 | General property taxes | 367,156.00 | .00 | 367,156.00 | 30,596.34 | .00 | 122,385.36 | 244,770.64 | 33% | 393,496.00 |
| | <i>Property taxes Totals</i> | <i>\$367,156.00</i> | <i>\$0.00</i> | <i>\$367,156.00</i> | <i>\$30,596.34</i> | <i>\$0.00</i> | <i>\$122,385.36</i> | <i>\$244,770.64</i> | <i>33%</i> | <i>\$393,496.00</i> |
| Licenses & permits | | | | | | | | | | |
| 4400.194 | Permits Work permit | 2,000.00 | .00 | 2,000.00 | 247.50 | .00 | 602.50 | 1,397.50 | 30 | 2,457.50 |
| 4400.195 | Permits Alarm permits | 20,440.00 | .00 | 20,440.00 | 38.00 | .00 | 17,246.00 | 3,194.00 | 84 | 19,875.00 |
| 4401.192 | Licenses Marriage License | 87,605.00 | .00 | 87,605.00 | 6,120.00 | .00 | 16,090.00 | 71,515.00 | 18 | 88,170.00 |
| 4401.193 | Licenses Domestic partnership | 550.00 | .00 | 550.00 | .00 | .00 | .00 | 550.00 | 0 | 55.00 |
| | <i>Licenses & permits Totals</i> | <i>\$110,595.00</i> | <i>\$0.00</i> | <i>\$110,595.00</i> | <i>\$6,405.50</i> | <i>\$0.00</i> | <i>\$33,938.50</i> | <i>\$76,656.50</i> | <i>30%</i> | <i>\$110,557.50</i> |
| Charges for sales and services | | | | | | | | | | |
| 4600.190 | Charges and fees Passport | 90,000.00 | .00 | 90,000.00 | 8,527.07 | .00 | 41,407.90 | 48,592.10 | 46 | 99,406.70 |
| 4601.012 | Sales Copy machine use | 225.00 | .00 | 225.00 | .50 | .00 | 289.75 | (64.75) | 129 | 430.00 |
| 4601.196 | Sales Directory | 700.00 | .00 | 700.00 | .00 | .00 | .00 | 700.00 | 0 | 809.48 |
| 4609 | Miscellaneous public charges | 105.00 | .00 | 105.00 | .00 | .00 | 125.00 | (20.00) | 119 | 2,916.30 |
| | <i>Charges for sales and services Totals</i> | <i>\$91,030.00</i> | <i>\$0.00</i> | <i>\$91,030.00</i> | <i>\$8,527.57</i> | <i>\$0.00</i> | <i>\$41,822.65</i> | <i>\$49,207.35</i> | <i>46%</i> | <i>\$103,562.48</i> |
| Intergovernmental charges for services | | | | | | | | | | |
| 4700 | Intergovt charges | 65,000.00 | .00 | 65,000.00 | .00 | .00 | 60.00 | 64,940.00 | 0 | 97,777.63 |
| | <i>Intergovernmental charges for services Totals</i> | <i>\$65,000.00</i> | <i>\$0.00</i> | <i>\$65,000.00</i> | <i>\$0.00</i> | <i>\$0.00</i> | <i>\$60.00</i> | <i>\$64,940.00</i> | <i>0%</i> | <i>\$97,777.63</i> |
| Miscellaneous revenue | | | | | | | | | | |
| 4900 | - Miscellaneous | 300.00 | .00 | 300.00 | 5.00 | .00 | 20.00 | 280.00 | 7 | 496.00 |
| | <i>Miscellaneous revenue Totals</i> | <i>\$300.00</i> | <i>\$0.00</i> | <i>\$300.00</i> | <i>\$5.00</i> | <i>\$0.00</i> | <i>\$20.00</i> | <i>\$280.00</i> | <i>7%</i> | <i>\$496.00</i> |
| Transfer in | | | | | | | | | | |
| 9002 | Transfer in | 3,670.00 | .00 | 3,670.00 | .00 | .00 | .00 | 3,670.00 | 0 | .00 |
| 9002.200 | Transfer in HR | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | 2,440.00 |
| | <i>Transfer in Totals</i> | <i>\$3,670.00</i> | <i>\$0.00</i> | <i>\$3,670.00</i> | <i>\$0.00</i> | <i>\$0.00</i> | <i>\$0.00</i> | <i>\$3,670.00</i> | <i>0%</i> | <i>\$2,440.00</i> |
| | <i>Department 019 - County Clerk Totals</i> | <i>\$637,751.00</i> | <i>\$0.00</i> | <i>\$637,751.00</i> | <i>\$45,534.41</i> | <i>\$0.00</i> | <i>\$198,226.51</i> | <i>\$439,524.49</i> | <i>33%</i> | <i>\$708,329.61</i> |
| | REVENUE TOTALS | \$637,751.00 | \$0.00 | \$637,751.00 | \$45,534.41 | \$0.00 | \$198,226.51 | \$439,524.49 | 33% | \$708,329.61 |
| EXPENSE | | | | | | | | | | |
| Department 019 - County Clerk | | | | | | | | | | |
| Personnel services | | | | | | | | | | |
| 5100 | Regular earnings | 246,333.00 | .00 | 246,333.00 | 25,449.28 | .00 | 73,594.16 | 172,738.84 | 30 | 221,554.27 |
| 5102.100 | Paid leave earnings Paid Leave | .00 | .00 | .00 | 2,444.83 | .00 | 5,663.43 | (5,663.43) | +++ | 20,323.42 |
| 5103.000 | Premium Overtime | 1,008.00 | .00 | 1,008.00 | 1,553.74 | .00 | 2,047.02 | (1,039.02) | 203 | 2,544.31 |
| | <i>Personnel services Totals</i> | <i>\$247,341.00</i> | <i>\$0.00</i> | <i>\$247,341.00</i> | <i>\$29,447.85</i> | <i>\$0.00</i> | <i>\$81,304.61</i> | <i>\$166,036.39</i> | <i>30%</i> | <i>\$244,422.00</i> |
| Fringe benefits and taxes | | | | | | | | | | |
| 5110.100 | Fringe benefits FICA | 18,427.00 | .00 | 18,427.00 | 2,122.80 | .00 | 5,860.93 | 12,566.07 | 32 | 17,766.62 |
| 5110.110 | Fringe benefits Unemployment compensation | 1,238.00 | .00 | 1,238.00 | 103.16 | .00 | 412.72 | 825.28 | 33 | .00 |
| 5110.200 | Fringe benefits Health insurance | 60,088.00 | .00 | 60,088.00 | 9,111.06 | .00 | 25,814.65 | 34,273.35 | 43 | 63,889.19 |

23a



County Clerk

Fiscal Year to Date 04/30/11
Exclude Rollup Account

| Account | Account Description | Adopted Budget | Budget Amendments | Amended Budget | Current Month Transactions | YTD Encumbrances | YTD Transactions | Budget - YTD Transactions | % used/ Rec'd | Prior Year Total |
|-------------------------------|--|---------------------|-------------------|---------------------|----------------------------|------------------|--------------------|---------------------------|---------------|---------------------|
| Fund 100 - GF | EXPENSE | | | | | | | | | |
| Department 019 - County Clerk | | | | | | | | | | |
| Fringe benefits and taxes | | | | | | | | | | |
| 5110.210 | Fringe benefits Dental Insurance | 5,315.00 | .00 | 5,315.00 | 653.73 | .00 | 1,852.23 | 3,462.77 | 35 | 5,117.96 |
| 5110.220 | Fringe benefits Life Insurance | 785.00 | .00 | 785.00 | 117.26 | .00 | 263.81 | 521.19 | 34 | 707.10 |
| 5110.230 | Fringe benefits LT disability Insurance | 891.00 | .00 | 891.00 | .00 | .00 | .00 | 891.00 | 0 | .00 |
| 5110.235 | Fringe benefits Disability Insurance | 1,913.00 | .00 | 1,913.00 | 228.40 | .00 | 913.61 | 999.39 | 48 | 2,009.28 |
| 5110.240 | Fringe benefits Workers compensation Insurance | 38.00 | .00 | 38.00 | 3.17 | .00 | 12.64 | 25.36 | 33 | 305.00 |
| 5110.300 | Fringe benefits Retirement | 12,615.00 | .00 | 12,615.00 | 1,825.64 | .00 | 5,071.44 | 7,543.56 | 40 | 14,290.45 |
| 5110.310 | Fringe benefits Retirement credit | 16,080.00 | .00 | 16,080.00 | 1,706.80 | .00 | 4,708.32 | 11,371.68 | 29 | 13,132.45 |
| | Fringe benefits and taxes Totals | \$117,390.00 | \$0.00 | \$117,390.00 | \$15,872.02 | \$0.00 | \$44,910.35 | \$72,479.65 | 32% | \$117,218.05 |
| Operations and maintenance | | | | | | | | | | |
| 5300 | Supplies | .00 | .00 | .00 | 113.42 | .00 | 802.72 | (802.72) | +++ | .00 |
| 5300.001 | Supplies Office | 6,000.00 | .00 | 6,000.00 | .00 | .00 | 688.92 | 5,311.08 | 11 | 6,275.73 |
| 5300.003 | Supplies Technology | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | 2,737.00 |
| 5300.004 | Supplies Postage | 9,200.00 | .00 | 9,200.00 | 26.78 | .00 | 3,212.18 | 5,987.82 | 35 | 7,348.71 |
| 5303 | Copy expense | 3,600.00 | .00 | 3,600.00 | .00 | .00 | 404.43 | 3,195.57 | 11 | 1,453.32 |
| 5304 | Printing | 2,350.00 | .00 | 2,350.00 | 5.33 | .00 | 322.44 | 2,027.56 | 14 | 1,531.62 |
| 5304.100 | Printing Forms | 40,000.00 | .00 | 40,000.00 | .00 | .00 | 330.83 | 39,669.17 | 1 | 42,225.80 |
| 5305 | Dues and memberships | 220.00 | .00 | 220.00 | .00 | .00 | 50.00 | 170.00 | 23 | 145.00 |
| 5306.100 | Maintenance agreement Software | 13,279.00 | .00 | 13,279.00 | 1,085.96 | .00 | 4,343.87 | 8,935.13 | 33 | 12,647.25 |
| 5307.100 | Repairs and maintenance Equipment | 5,200.00 | .00 | 5,200.00 | .00 | .00 | 177.00 | 5,023.00 | 3 | .00 |
| 5310 | Advertising and public notice | 62,000.00 | .00 | 62,000.00 | 17,744.44 | .00 | 37,677.19 | 24,322.81 | 61 | 74,268.46 |
| 5330 | Books, periodicals, subscription | 925.00 | .00 | 925.00 | .00 | .00 | 54.50 | 870.50 | 6 | 872.06 |
| 5340 | Travel and training | 2,300.00 | .00 | 2,300.00 | 20.96 | .00 | 387.53 | 1,912.47 | 17 | 1,062.86 |
| | Operations and maintenance Totals | \$145,074.00 | \$0.00 | \$145,074.00 | \$18,996.89 | \$0.00 | \$48,451.61 | \$96,622.39 | +++ | \$150,567.81 |
| Insurance costs | | | | | | | | | | |
| 5410.400 | Insurance Bond | 90.00 | .00 | 90.00 | 4.86 | .00 | 19.48 | 70.52 | 22 | .00 |
| | Insurance costs Totals | \$90.00 | \$0.00 | \$90.00 | \$4.86 | \$0.00 | \$19.48 | \$70.52 | 22% | \$0.00 |
| Utilities | | | | | | | | | | |
| 5505 | Telephone | 120.00 | .00 | 120.00 | .00 | .00 | .00 | 120.00 | 0 | 681.31 |
| | Utilities Totals | \$120.00 | \$0.00 | \$120.00 | \$0.00 | \$0.00 | \$0.00 | \$120.00 | 0% | \$681.31 |
| Chargebacks | | | | | | | | | | |
| 5600 | Indirect cost | 62,577.00 | .00 | 62,577.00 | 5,214.75 | .00 | 20,859.00 | 41,718.00 | 33 | 57,708.00 |
| 5601.100 | Intra-county expense Information services | 28,741.00 | .00 | 28,741.00 | 2,693.33 | .00 | 8,643.50 | 20,097.50 | 30 | 27,067.87 |
| 5601.200 | Intra-county expense Insurance | 1,063.00 | .00 | 1,063.00 | 88.58 | .00 | 354.36 | 708.64 | 33 | 1,008.00 |
| | Chargebacks Totals | \$92,381.00 | \$0.00 | \$92,381.00 | \$7,996.66 | \$0.00 | \$29,856.86 | \$62,524.14 | 33% | \$85,783.87 |
| Contracted services | | | | | | | | | | |
| 5370 | Support Services | 5,355.00 | .00 | 5,355.00 | .00 | .00 | .00 | 5,355.00 | 0 | 5,355.00 |
| | Contracted services Totals | \$5,355.00 | \$0.00 | \$5,355.00 | \$0.00 | \$0.00 | \$0.00 | \$5,355.00 | 0% | \$5,355.00 |

23a

